

Minnesota State University, Mankato

FY2008 Year-End Purchasing Deadlines

Item #	Item Description	Last Day To Initiate Purchase Request for FY2008
1)	Goods & Services that require formal bidding / Sealed Bids (Purchases Over \$25,000)	May 16, 2008
2)	Goods & Services that require informal bidding / 3 Written Quotes (Purchases Between \$10,000 and \$25,000)	June 2, 2008
3)	Goods or Services available for purchase on an existing State Contract (No Dollar Limit)	June 6, 2008
4)	Goods & Services that do not require quotes or bids (Purchases Under \$10,000 Initiated Through PCS PO's)	June 6, 2008
5)	Non-State Employee Contractual Agreements (For services to be received by June 30, 2008)	June 6, 2008
6)	* Supply Purchases made with the Wells Fargo MasterCard Purchasing Card (Supply Purchases Under \$1,000) (Items must be purchased, shipped, and posted to university bank account by June 30, 2008. (If vendors process the sale transaction against the purchasing card after June 30, 2008, the purchase will be recorded against FY2009.)	June 30, 2008
7)	* Local Purchases on a Field Purchase Order (CAO35 Form) (Purchases Under \$500) (Items purchased and picked up at vendor's place of business)	June 30, 2008
8)	On-Campus Service Center Chargebacks <ul style="list-style-type: none"> • Postage • Photocopying • Campus Printing (Printing Job Must Be Completed and Billed by June 30, 2008) • Campus Computer Store <ul style="list-style-type: none"> - (Products in Stock and Picked up at the Computer Store or Delivered to Depts) - (Products not in Stock and needing to be ordered must be received by the University by June 30, 2008 in order to be recorded to FY2008. Products received after June 30, 2008 will be recorded to FY2009.) • Telephone (Toll Charges Included on 6/14/08 Billing Date) (Monthly Service Through June 30, 2008) • Cell Phone • Consumable Inventory – Office Supplies • Consumable Inventory – Storeroom Supplies • Facilities Labor Cross Charges • Office Support Services • Phone Equipment • Shipping / Freight • Sign shop • State Vehicle Mileage 	June 27, 2008 June 30, 2008 June 30, 2008 June 30, 2008 Variable June 30, 2008 June 26, 2008 June 26, 2008 June 30, 2008 June 27, 2008 June 30, 2008 June 30, 2008 June 30, 2008 June 30, 2008

*** Reminders:** The maximum per transaction limit on most purchasing cards is \$1,000 and the maximum per transaction limit on Field Purchase Orders (CAO35 Forms) is \$500. Recording multiple purchases of the same or similar products from the same vendor on the same day is not permitted. Splitting purchases to avoid the transaction limits violates purchasing policies and the intended use of the card or form. Departments must initiate a purchase order through the purchasing control system for purchases of goods or services over \$1,000 before committing university funds. Prior approval from the university comptroller must be obtained in order to purchase desktop or laptop computers with the purchasing card from an off-campus vendor. These items must be registered with the university's fixed asset tracking system.

If you have questions about the purchasing process, please contact either Sandy Eggert (389-5017) or Irene Morris (389-5015).