

# Minnesota State University, Mankato

## FY2005 Purchasing Deadlines

Item #	Item Description	Last Day To Submit Purchase Request for FY2005
1)	Goods & Services that require formal bidding ( Items Over \$25,000 )	May 13, 2005
2)	Goods & Services that require informal bidding ( Items Between \$2,000 and \$25,000 )	June 3, 2005
3)	State Contract Items (No Dollar Limit)	June 15, 2005
4)	Goods & Services that do not require quotes or bids ( Items Under \$2,000 through PCS )	June 15, 2005
5)	Non-State Employee Contractual Agreements	June 15, 2005
6)	Local Purchases on the MasterCard Purchasing Card ( Items Under \$1,000 ) (Items must be purchased, shipped, and posted to university bank account by June 30, 2005. (If vendors process the sale against the purchasing card after June 30, 2005, the purchase will be recorded against FY2006.)	June 30, 2005
7)	Local Purchases on a Field Purchase Order (CAO35 Form) ( Items Under \$500 ) (Items purchased and picked up at vendor's place of business)	June 30, 2005
8)	Service Center Chargebacks <ul style="list-style-type: none"> <li>• Postage</li> <li>• Photocopying</li> <li>• Campus Printing ( Job Completed and Billed )</li> <li>• Hickory Tech Phone (Charges Included on 6/14/05 Billing Date)</li> <li>• Cell Phone</li> <li>• Consumable Inventory - Office Supplies</li> <li>• Consumable Inventory - Storeroom Supplies</li> <li>• Facilities Labor Cross Charges</li> <li>• Office Support Services</li> <li>• Phone Equipment</li> <li>• Shipping / Freight</li> <li>• Sign shop</li> <li>• State Vehicle Mileage</li> </ul>	June 22, 2005 June 27, 2005 June 30, 2005 June 14, 2005 June 30, 2005 June 27, 2005 June 27, 2005 June 30, 2005 June 30, 2005 June 30, 2005 June 30, 2005 June 30, 2005 June 30, 2005 June 30, 2005 June 30, 2005 June 30, 2005

**Reminder:** The maximum per transaction limit on the purchasing card 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. 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).