



COMMUNITY COLLEGE
OF RHODE ISLAND
Purchasing Office

TO: All Department Heads, Deans, and Program Directors

FROM: Raymond V. DeAngelis, Purchasing Officer

DATE: February 10, 2011

SUBJECT: FY11 AND FY12 REQUISITIONS

FY11 CUTOFF DATES

All requisitions for FY11 purchases in excess of \$5,000 for goods and services, not available on a Master Price Agreement, must be submitted and approved prior to March 11, 2011. For all purchases less than \$5,000, requisitions must be entered and approved prior to May 13, 2011. This applies to both state and grant funds and both standard and blanket purchase orders.

FY12 BLANKET ORDER REQUISITIONS

Blanket purchase orders for FY12 beginning July 1, 2011 must be submitted to the CCRI Purchasing Office by April 1, 2011 for submittal to State Purchasing by April 15, 2011. If blanket orders are not submitted to State Purchasing in a timely manner, they will not guarantee a purchase order by July 1, 2011. Please review blanket use in your department for the current year and address any need for changes in the bid specifications, as well as increases or decreases in the dollar volume. If you have had any specific problems with vendors selected for blanket purchase orders, please forward this information to my attention.

Only goods or services that are used on a regular basis and are in excess of \$5,000 per year will be considered for blanket purchase orders. Please be as specific as possible when quantifying your supply needs.

REMINDER	REMINDER	REMINDER
<p>To enter a future year requisition in Banner, you must change the transaction date to 7/1/11 and the delivery date must be later than the transaction date. Please take the time to verify that you have entered these dates correctly. Incorrect dates will require us to disapprove and return your requisition for corrections. FY12 will appear in the FOAPAL string.</p> <p>All requisitions must be entered using all CAPS. Vendor information is case sensitive.</p>		

FY12 STANDARD PURCHASE ORDERS

State Purchasing requires a minimum of 12 weeks lead-time to bid, award, and encumber new purchase orders. Please be sure to enter your FY12 requisitions on line at least 12 weeks prior to the date needed.

Direct purchase orders for goods and services to be charged to FY12 may be entered starting on May 2, 2011 but will not be processed and sent to the vendor until the FY12 budgets have been posted (sometime after July 1, 2011). If any special situations arise, please call the Purchasing Office.

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CC: R. Shea, R. Barrington, A. McMahan