

Purchasing Deadlines for FY25 & Standing Orders FY2026

Please see the deadlines below for entry of requisitions using all sources of 2025 (FY25) funds (ALL DEPTS). All requisitions must be approved and received by Purchasing *including all supporting documentation* no later than the deadlines shown below. Additional time should be allowed for approval by the Legal Office for contracts. If you have any questions, please contact purchasing@uttyler.edu.

Purchasing will not process any FY2025 purchase orders after August 11, 2024.

- Fiscal year will still close 08/31/25 the difference will be that if the merchandise is not ordered, received and paid for prior to **08/31/25** it will be paid out of your **FY2026 budget**.
Example: Requisitions rushed to purchasing on 08/11/25 will not be processed until 09/01/26 and therefore will come out of 2026 monies.
- **No Office Supplies will be purchased after end of business day on 07/31/2025.**
- Patient care items and documented emergencies will be expedited as usual.
- All **credit card** orders that are processed in July will be paid in August with FY25 funds. If a credit card purchase is in August, then it will not be paid until September which will be out of the FY26 funds.
- On **August 18, 2025** (start of business day), FY 2025 requisitions in Pending Status (waiting on Budget Authority approval) or Open Status (not Submitted or in Budget Error status) must be cancelled by the requester and re-entered on or after **Tuesday, September 2, 2025**. **Procurement will cancel these requisitions if they have not been cancelled by the requester by start of business Monday, August 25, 2025.**

Remember:


The above deadlines are necessary to allow the institution sufficient time to process all FY 2025 business prior to August 31, 2025, and to establish accounts and funding for FY 2026. If you have any questions or concerns, please contact the Purchasing Department.

Due to eProcurement requisitions, we can't override dates in the system. This means all standing order requisitions can't be started until 9/1/2025.


FY2026 – Standing / Blanket Order Requisitions

All requisitions to renew rentals, leases, service agreement, and other standing and blanket orders will need to Include all backup documents EAJ forms, purchasing addendum, contract info and # (including exp date) quotes etc. in the requisition comments and attachment section of the requisition.

Shipping Summary

 [Edit for All Lines](#)


Ship To Location	RECEIVE
Address	Central Receiving 11937 US Highway 271 Tyler, TX 75708
Attention To	Smith, Crystal
Comments	



Requisition Comments and Attachments


Enter requisition comments





☐ Send to Supplier ☐ Show at Receipt ☐ Shown at Voucher

 [Add more Comments and Attachments](#)

Approval Justification

Enter approval justification for this requisition

 [Check Budget](#)

 [Save & submit](#)  [Save for Later](#)  [Add More Items](#)  [Preview Approvals](#)

Remember:

Due date for standing orders should be 08/31/2026 to ensure that Purchase Orders will remain open for the entire year.