

Please see the deadlines below for entry of requisitions using all sources of 2024-2025 (FY25) funds (ALL COST CENTERS, PROJECTS OR GRANTS). All requisitions must be approved and received by Procurement *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.

PROCUREMENT DEADLINES FOR FISCAL YEAR 2025

DEADLINE	ORDER TYPE / DESCRIPTION
Friday, June 20, 2025 Last day for Budget Authority approval of IFB requisitions in workflow.	Invitation For Bid (IFB) - for purchase of goods/services in excess of \$14,999.
Friday, August 1, 2025 Last day for Budget Authority approval of EAJ requisitions in workflow.	Exclusive Acquisition Justification (EAJ) form, and all supporting documentation required for Procurement review.
Monday, August 11, 2025 Last day for Budget Authority approval of Informal Bid requisitions in workflow.	\$15,000 to \$50,000 – Minimum of 3 informal bids/quotes of which at least 2 must be obtained from HUBs, if available.
Monday, August 11, 2025 Last day for Budget Authority approval of GPO requisitions in workflow.	<ul style="list-style-type: none"> Accredited Group Purchasing Organization (GPO) Contracts: <ul style="list-style-type: none"> Group Purchase contracts -System, E&I, BuyBoard, etc. State TXMAS, DIR, etc.
Monday, August 11, 2025 Last day for Budget Authority approval of Small Purchase requisitions in workflow.	Small Purchase Requisitions – for the purchase of goods/services not to exceed \$14,999.
Monday, August 11, 2025 Last day for Budget Authority approval of eSHOP requisitions in workflow.	eSHOP catalog purchases – must be final approved by Budget Authority by close of business.
Request For Proposal (RFP) – Due to the complexity of the RFP process, Procurement cannot guarantee issuance of contract(s) by August 31, 2025 .	

- 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 Wednesday, August 20, 2025.**
- From **August 20 through August 22, 2025** (close of business), FY 2025 POs \$15,000 or greater that are pending Procurement approval (requisition is in PO Created Status) and which have *supporting documentation* will be reviewed on a case-by-case basis for processing and approval. POs in this status which cannot be final approved by close of business **August 22, 2025** will be cancelled.

Please contact purchasing@uttyler.edu if you have questions about these deadlines.

Thank you,
Procurement Team