



# LSU Reminders and Tips

## ➤ FY 23 Requisitions

- **All term contracts will require a new requisition** (See [Term Contract Instructions](#))
  - Must add **Term Contract Renewal for FY23 – RFQ-000000XXXX** in Internal Memo
  - Requisition type must be: Next FY Purchase/Contract (NFY)
  - Deadline to submit PUR105 is **April 29th**
- Delivery and payments cannot be made prior to **July 1**

## ➤ FY 22 Requisitions

- Delivery must be made by **June 30** for FY22 funds
- Note needs to be added to any requisitions/specifications that require firm delivery date
- As we approach **June 30**, supplier should confirm in writing that they can meet delivery deadline before a Purchase Order is issued
- See [FY2022 Requisitions Deadline Memo](#) for specific Procurement transaction deadlines

# LSU Diverse Supplier Requests

- Designed to facilitate the process of identifying potential HUB suppliers
- Available to all with LSU A&M credentials
- [Finding Diverse Suppliers Webpage](#) provides steps to locate diverse suppliers
  - Search Workday supplier database by running the [Find Diverse Suppliers](#) report
  - If searches are unsuccessful, submit a [Diverse Supplier Request](#) with purchase info and other requirements
- Form routes to Supplier Diversity Office for recommendation/waiver as outlined in FASOP: SDP-01
- 48-72 hour turnaround time for processing requests
- Questions: contact [suppdiversity@lsu.edu](mailto:suppdiversity@lsu.edu)