



TO: All Budgetary Personnel
FROM: Shirman Thomas, Executive Director, Procurement & Logistic Services
SUBJECT: 2024-2025 Fiscal Year Requisitions & 2025-2026 Contract Renewals
DATE: April 15, 2025

Important Deadlines for Year-End Procurement Processing

Current Fiscal Year (2024-2025) Procurements

Procurement Type	Cutoff Date
Purchases \$25,000+ (Bid/Sole Source)	April 25, 2025
Purchases \$5,000 – \$24,999.99	May 30, 2025
Purchases up to \$4,999.99	June 13, 2025
PCard charges must post to ESP	Mid-June 2025

New Fiscal Year (2025-2026) Procurements

Procurement Type	Cutoff Date
Purchases \$25,000+ (Bidding/New Multi-Year Contracts)	May 9, 2025
Renewal of Multi-Year Contracts	May 23, 2025
POs under \$5,000 (Ensure 07/01/2025 Accounting Date)	No Cutoff
PCard charges posting after June 27, 2025	Charged to 2025-2026 budget

Current Fiscal Year (2024-2025) Purchases

- All purchase requisitions must be submitted online through **MT\$ource**, including **PCard orders**, per policy.
- Purchases **\$25,000+ (including sole source requests)** must be submitted by **April 25, 2025**, to allow sufficient processing time.
- Purchases **\$5,000 – \$24,999.99** must be submitted by **May 30, 2025**; ‘best bid practices’ apply.
- Purchases **under \$5,000** will be electronically generated and sent to suppliers. Ensure all orders allow sufficient time for **procurement, receipt, and invoicing by June 27, 2025** (Refer to Procurement Policy 630).

New Fiscal Year (2025-2026) Purchases

- **ALL requisitions must have an Accounting Date of 07/01/2025** to be charged to the new budget. See attached instructions or contact purchase@mtsu.edu for assistance.
 - **Bidding (\$25,000+) and new multi-year contracts** must be entered by **May 9, 2025**.
 - **Multi-year contract renewals** must be entered by **May 23, 2025** with the Accounting Date **07/01/2025**.
 - If you enter individual purchase requisitions per order, email renewal requests to purchase@mtsu.edu by **May 23, 2025**.
 - Purchases **\$5,000 – \$24,999.99** can be entered at any time. Ensure the **Accounting Date is 07/01/2025** to charge the new budget.
 - Purchases **under \$5,000** will be automatically sent to suppliers. Orders received/invoiced **before June 27, 2025**, will be charged to the 2024-2025 budget.
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Contract Office Requisitions

- Must adhere to the same deadlines as above.
- Submit via **MT\$ource Showcased Services**.
- For questions, contact the **Contract Office** at contracts@mtsu.edu.

Copiers: Print Management and Lease Agreements

- **RJ Young Print Management:** Contact Michael.Barton@mtsu.edu for inquiries.
- **Canon Lease Agreements:** Offices not under RJ Young Print Management should renew leases. Please use Account Code 74625 – Operating Leases Copier.

Receipts of Goods & Services

- **ALL purchases, including PCard and copy paper orders, require an online ‘quantity or cost receipt’ in MT\$ource** before payment.
 - Enter the **correct Receipt Date** (actual delivery date of goods/services).
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For any procurement-related inquiries, please contact **Procurement Services** (purchase@mtsu.edu).

Thank you for your cooperation in ensuring a smooth fiscal year transition.