



TO: All Budgetary Personnel
FROM: Shirman Thomas, Executive Director, Procurement & Logistic Services
SUBJECT: 2025-2026 Requisitions & 2026-2027 Purchases and Renewals
DATE: April 13, 2026

Important Deadlines for Year-End Procurement Processing

Current Fiscal Year (2025-2026) Procurements

Procurement Type	Cutoff Date
Purchases \$25,000+ (Bid/Sole Source)	April 24, 2026
Purchases \$5,000 – \$24,999.99	May 29, 2026
Purchases up to \$4,999.99	June 12, 2026
PCard charges must be posted to ESP prior to	June 27, 2026

New Fiscal Year (2026-2027) Procurements

Procurement Type	Cutoff Date
Purchases \$25,000+ (Bidding/New Multi-Year Contracts)	May 8, 2026
Renewal of Multi-Year Contracts	May 22, 2026
POs under \$5,000 (Ensure 07/01/2026 Accounting Date)	No Cutoff
PCard charges posted after June 27, 2026	Charged to 2026-2027 budget

Current Fiscal Year (2025-2026) Purchases

- All purchase requisitions must be submitted online through **MT\$ource**, per university policy 630 and 631.
- Purchases of **\$25,000 or more (including sole source requests)** must be submitted by **April 24, 2026**, to allow sufficient processing time.
- Purchases **\$5,000 – \$24,999.99** must be submitted by **May 29, 2026**; ‘best bid practices’ apply.
- Purchases **under \$5,000** will be electronically generated and sent to suppliers. **NOTE: Place orders so there is time for the procurement workflow, delivery of goods/services, and invoices by June 27, 2026 .**

New Fiscal Year (2026-2027) Purchases

- **ALL requisitions must have an Accounting Date of 07/01/2026** to be charged to the new budget. See attached instructions or contact purchase@mtsu.edu for assistance.
 - **Bidding (\$25,000 or more) and New Multi-Year Contracts** must be entered by **May 8, 2026**.
 - **Multi-Year Contract Renewals** must be entered by **May 22, 2026**, with the Accounting Date **07/01/2026**.
 - Email renewal requests to purchase@mtsu.edu by **May 22, 2026**.
 - Purchases **\$5,000 – \$24,999.99** can be entered at any time. Ensure the **Accounting Date is 07/01/2026** for the new fiscal year budget.
 - Purchases **under \$5,000** will be automatically sent to suppliers.
 - **IMPORTANT:** Please inform supplier that delivery and invoicing must occur on or after July 1, 2026.
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Contract Office – Agreements

- Adheres to the same deadlines as above.
- Submit via **MT\$ource** on the **Contract Office Form**.
- See resources available on the Contract Office website: <https://contract.mtsu.edu/>.
- For questions, contact contracts@mtsu.edu.

Copiers: Print Management and Lease Agreements

- **RJ Young Print Management:** Contact Michael.Barton@mtsu.edu to request a department printer with RJ Young.
- **Canon Lease Agreement Renewals:** Offices **not** under RJ Young Print Management should renew leases after June 1, 2026. Use Account Code **74625** – Operating Leases Copier.

Receipts of Goods & Services

- **ALL purchases require an online ‘quantity or cost receipt’ in MT\$ource** before payment can be released.
 - Enter the **correct Receipt Date** (delivery date of goods/services) and **Supplier Invoice #** in Notes.
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For any procurement-related inquiries, please contact (purchase@mtsu.edu). Thank you for your cooperation in ensuring a smooth fiscal year transition.