Please distribute to all personnel involved in establishing new annual orders or renewing annual (including multi-year) orders.

The following information includes policy changes in annual orders, procedures and deadlines for FY 2022 renewals, establishing new annual orders and purchase recommendations for Board of Trustees approval.

Requirements

Annual standing orders for FY 2022 will **NOT** be established for:

- Orders that have not had any expenditure in the last fiscal year;
- Orders for iBuy catalog vendors for which strategic contracts have been developed; see iBuy for a complete list of vendors.
- Orders for competitors of iBuy catalog vendors.
- Low dollar standing orders ($10,000 or less) will not be processed for FY21. Departments are encouraged to handle these transactions via P-Card or iBuy catalog or non-catalog, if appropriate. Orders that do not meet P-Card or iBuy requirements can be handled via regular orders as needed.
Deadlines

It is essential that departments submit requisitions in a timely manner to allow sufficient time to process competitive bids or RFPs, prepare recommendations for the Board of Trustees, if necessary, and obtain necessary approvals to issue an annual order by July 1.

<table>
<thead>
<tr>
<th>Purchase Request Amount</th>
<th>Date Due in UIUC Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Renewals of $1,000,000 or more for commodities, general services and/or professional and artistic services, including sole sources require Board of Trustees approval. Banner requisitions need to be submitted to Purchasing in adequate time to obtain the necessary BOT approvals.</td>
<td>January 22, 2021</td>
</tr>
<tr>
<td>$100,000 to $999,999 for commodities and general services, and sole sources.</td>
<td>January 29, 2021</td>
</tr>
<tr>
<td>$100,000 to $999,999 for professional and artistic services</td>
<td>January 29, 2021</td>
</tr>
<tr>
<td>$50,000 to $100,000 for commodities and general services</td>
<td>February 12, 2021</td>
</tr>
<tr>
<td>$50,000 to $100,000 for professional and artistic services</td>
<td>February 12, 2021</td>
</tr>
<tr>
<td>Between $10,000 and up to $49,999</td>
<td>April 2, 2021</td>
</tr>
<tr>
<td>Up to $100,000 for construction and construction-related services</td>
<td>April 2, 2021</td>
</tr>
</tbody>
</table>

Note: Please feel free to submit annual requisitions in advance of the above due dates.

How to Identify Your Department Annual Orders

Departments may access a listing of regular and standing orders that were completed for FY21 with the Transaction Date of 7/1/2020 and/or delivery date of 6/30/21. The University based reports are located on the Reports page of the OBFS - Purchases web site.

It is the department’s responsibility to determine what orders need to be renewed and determine if transactions that do not appear on the report need to be submitted. It is the department’s responsibility to submit the required requisitions by the deadlines stated above.
How to Renew an Annual Order

- Use Banner for orders over $100,000
- Use iBuy for orders up to- $99,999 and for catalog Vendors of any amount
  - Transaction Date (Banner)/Accounting Date (iBuy) – FY22 orders must have a July 1, 2021 date or later.
  - Delivery Date (Banner)/Requested Delivery Date (iBuy) - If the order will be used for the entire year, be sure the delivery date/requested delivery date is June 30, 2021.
- Once the new orders are processed, the new FY22 purchase order numbers will be posted on EDDIE Decision Support - EDDIE Login under Corporate Categories > Finance > Purchasing > IPO_Departmental_Requisition report.

Who To Contact

Urbana-Champaign Campus:
- Ken Burger, Asst. Director, 217-300-9197, kburger@uillinois.edu
- Teri Merrell, Asst. Director, 217-244-3732, tchildre@uillinois.edu
- Aaron Finder, Asst. Director of Contracts, 217-300-5652, afind3@uillinois.edu
- Erin Breen, Asst. Director of Contracts, 217-300-9439, eebreen2@uillinois.edu
- Justin Johnston, Sr. Assoc. Director, 217-333- 6261, jjustin@uillinois.edu
- Brad Henson, Director, 217-300-2459, bhenson4@uillinois.edu

Banner/iBuy System Assistance: Service Desk Request Form