



PROCEDURES AND DEADLINES FOR RENEWING OR ESTABLISHING ANNUAL ORDERS FOR FY25

For System-level Offices (Chart 9) Only

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

The following contains important information regarding policy requirements for annual orders and procedures and deadlines for FY25 renewals/new annual orders.

Requirements

- Requisitions for all orders are required to be in iBuy by utilizing the Purchase Requisition Form or Standing Order Form.
- Banner requisitions will not be accepted for renewals.

The Purchase Requisition Form should be used for purchases where there is a one-time payment or a set recurring payment. The Standing Order Form should be used to establish a purchase order with a vendor for which there are continuing, multiple/varied payments on an “as needed” basis with an indefinite quantity throughout the fiscal year for certain supplies or services. The standing order amount should be your total estimated spend for all items or services expected to be ordered. Use of the Standing Order Form should be limited.

Small Purchases \$10,000 to \$100,000 require three quotes, including those from small and diverse businesses. Such quotes can be informal (e.g., via telephone or email). The multiple quotes must be documented in iBuy Internal Notes or attached in iBuy Internal Attachments. They must identify the vendors who provided the quotes and the method of obtaining the quotes. The quote for the selected vendor should be uploaded as an iBuy External Attachment. If you are unable to obtain three quotes, a justification must be provided in the “Purchase Information” section of the Purchase Requisition Form or Standing Order Form.

Deadlines

Departments must promptly submit requisitions for FY25 purchases with a start date of 7/1/2024 to allow sufficient time to process renewals. Submissions must be timely in order to allow for processing of new competitive bids, requests for proposals (RFPs), exemptions, or sole sources where necessary. Contracts with payments in excess of \$1 Million in a fiscal year may require recommendations to be prepared for the Board of Trustees to review.

Purchase Request Amount	Date Due in System Purchasing
<ul style="list-style-type: none"> Purchases over \$1 Million in a single fiscal year. Requisitions need to be submitted to System Purchasing with adequate time to obtain the necessary BOT approvals. Last BOT meeting date prior to FY25 is May 16, 2024. Purchases Over \$100,000 or more requiring a new competitive solicitation (Bid or RFP) Solicitation renewals (Bids or RFPs) Sole source renewals 	December 22, 2023
Purchases between \$100,000 and \$999,999 <ul style="list-style-type: none"> Sole source (new purchases) Exemption (new purchases) 	January 12, 2024
Small Purchases between \$50,000 and \$99,999*	March 15, 2024
Small Purchases under \$50,000*	April 12, 2024

* Purchases under \$100,000 in a fiscal year that have a repetitive annual need which exceeds \$100,000 in total may require a competitive solicitation or other purchase method.

How to Renew an Annual Order

- A new [Purchase Requisition Form](#) or the [Standing Order Form](#) must be submitted in [iBuy](#).
- ACCOUNTING DATE/TRANSACTION DATE – FY25 orders must have a July 1, 2024, Accounting Date (under Billing Options).** Any PO with an Accounting Date of 7/1/2024, will not be able to have a payment issued prior to 7/1/2024.
- REQUESTED DELIVERY DATE:** If the department will use the FY24 order for the entire year, make the Requested Delivery Date June 30, 2025 (under Delivery Options).
- You must enter the applicable information into the appropriate fields under the “Internal Notes and Attachments” section. These fields are: Previous Purchase Order Number (FY24 PO number), and Contract Request Form Number. There is also a field to enter any other internal notes of importance. Quotes from vendors for small purchases should be uploaded in this section as well.
- You must enter the applicable information into the appropriate fields under the “External Notes and Attachments” section. These fields are: Contract Number, and Bulletin Award Number. Please be sure to include the quote for the selected vendor in this section.
- The iBuy user submitting the requisition will receive an email notification from iBuy when a purchase order is created that includes the purchase order number (unless the user has turned off such notifications in their notification settings). The vendor will automatically receive the PO via email or fax, depending on how their iBuy profile is set up.

Encumbrances

FY24 will end on June 30, 2024. Requisitions for purchases needing to be charged to your FY24 budget must be completed and approved as soon as possible. **Purchase orders issued after July 1, 2024, will be charged to your FY25 budget.**

Who to Contact:

System Purchasing and Support Services

procurement@uillinois.edu

(217) 333-9BUY (9289)