STATE OF MICHIGAN
DEPARTMENT OF MANAGEMENT & BUDGET
LANSING

JENNIFER M. GRANHOLM
GOVERNOR

MITCH IRWIN
DIRECTOR

April 15, 2004

ACQUISITION SERVICES LETTER NO. 120

TO: All Departments and Agencies

SUBJECT: Year-End Purchasing Deadline

Acquisition Services has set the year-end deadline for departments to transmit requisitions for Purchase Orders to coincide with Acquisition Services Letter No. 119. Based on the time frames set forth in that letter, the year-end deadlines are as follows:

Requisition Value	Year-End Deadline
Under $100,000	June 15, 2004
Between $100,000 and $1,000,000	May 15, 2004
Over $1,000,000	May 1, 2004

The receipt of any requisitions after these dates may result in the inability to obligate funds for carry-over of purchase orders and blanket purchase orders.

In establishing these deadlines, it is understood that the requisitions will have passed through all approval paths and will have been received in the Acquisition Services ADPICS mailbox on or before the dates indicated. Requisitions must include complete specifications and/or work statements, and a signed AS-1, at the time of receipt in Acquisition Services.

If you have questions regarding this letter, please contact Jim Konrad at 517/373-0315 or Tony DesChenes at 517/373-9417.

Sean Carlson
Director, Acquisition Services

APPROVED:

Mitch Irwin
Director

530 W. ALLEGAN • 2ND FLOOR MASON BUILDING • P.O. BOX 30026 • LANSING, MICHIGAN 48909
www.michigan.gov • (517) 335-0230