



YEAR-END PROCUREMENT DEADLINES

To assist in processing procurement transactions for the 2011 calendar year and fiscal 2011/12 year ends, **please ensure that all staff are notified of the following important dates:**

CALENDAR 2011

Immediate	Orders Requiring Tendering (>\$50,000 CAD)	Purchase Requisitions will be processed on a first-in basis as expeditiously as possible. Contact Supply Management to discuss your particular requirement.
December 2, 2011	Orders Not Requiring Tendering (<\$50,000 CAD)	Last day to receive Purchase Requisitions requiring order placement prior to December 31, 2011.

*****Purchase Requisitions received after the above cut-off date requiring a Purchase Order in 2011 will be reviewed on a case-by-case basis and processed as expeditiously as possible but may not be processed until January 2012***

FISCAL 2011/12

December 23, 2011	Orders Requiring Tendering (>\$50,000 CAD)	Last day to receive Purchase Requisitions requiring order placement, delivery and invoicing by March 31, 2012.
January 27, 2012	Foreign Orders Not Requiring Tendering (<\$50,000 CAD)	Last day to receive Purchase Requisitions for Foreign suppliers (including US suppliers) requiring order placement, delivery, and invoicing by March 31, 2012.
February 24, 2012	Domestic Orders Not Requiring Tendering (<\$50,000 CAD)	Last day to receive Purchase Requisitions for Domestic suppliers requiring order placement, delivery and invoicing by March 31, 2012.

*****Clearly mark "11/12" or "12/13" at the top of all requisitions or the requisitions will be processed in fiscal 12/13.***

*****Purchase Requisitions intended for "11/12" but received after the above cut-off dates will be reviewed on a case-by-case basis and processed as expeditiously as possible but may be charged against the 2012/13 fiscal year.***

www.supplymanagement.ubc.ca

purchase.requisitions@ubc.ca

604.822.2686 (Vancouver) / 250.807.8614 (Okanagan)