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Office of Procurement and Contracts – Informational Circular 26-02

SUBJECT: Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2026 and begin Fiscal Year 2027

I. GENERAL INFORMATION

To allow the Office of Procurement and Contracts sufficient lead time for processing Purchase Requisitions (requisitions) funded from the current fiscal year appropriations, all agencies are expected to comply with the submission schedule outlined below.

Because the submission schedule provides only minimal processing time, ***agencies are urged to submit requisitions as noted in the below schedule.*** Also, agencies are urged to establish internal procedures to meet these deadlines.

Agencies can submit requisitions for **FY26** and **FY27** prior to the dates indicated below. However, priority will be given to those requisitions which are in immediate need based upon the dates. For example, if there are requests for bid events for both **FY26** and **FY27**, the **FY26** request will be given priority, if received on or before **Friday, April 17, 2026.**

When submitting a requisition for an **FY27** bid solicitation it is the responsibility of the agency to type "**FY27 FUNDED TRANSACTION**" in the **Justification/Comments** field on the requisition, but not at the line level. Should this not be done, and the requisition is approved, it will need to be resubmitted.

If exceptions or deviations are needed from the schedule, this will require written justification by the agency head and approval by the Director, Office of Procurement and Contracts (Director of Purchases).

II. PROCESSING REQUISITIONS THAT REQUIRE BIDDING

In considering when to submit requisitions described below, please consider the amount of time it takes to review bid documents, negotiate with RFP respondents, and prepare Purchase Order documents.

A. FY26 Funded Transactions

1. If your agency intends to utilize the Request for Proposal (RFP) Negotiated Procurement process for a FY26 transaction, the agency needs to submit the purchase requisition by the close of business, **Friday, April 17, 2026.**
2. If the amount of a non-RFP purchase is estimated to ***exceed*** fifty thousand dollars ($50,000), agencies need to submit the purchase requisition by the close of business, **Friday, April 17, 2026.**
3. If the amount of a purchase is estimated to be ***less than*** fifty thousand dollars ($50,000) agencies are to submit the purchase requisition by the close of business, **Friday, May 15, 2026.**
4. Exceptions or deviations from this schedule will require written justification from agency head and approval by the Director, Office of Procurement and Contracts (Director of Purchases).

B. FY27 Funded Transactions

1. Requisitions for **FY27** funded transactions that require bidding may be entered in SMART beginning **Friday, May 01, 2026.**
    i. The Requisitioner or Agency Approver must type **"FY27 FUNDED TRANSACTION"** in the **Justification/Comments** field on the requisition.
2. The Procurement Officer will change the budget date on the requisition to reflect an **FY27** date.

III. PROCESSING FY27 PRIOR AUTHORIZATION REQUISITIONS

1. Requisitions for **FY27** funded transactions requiring Prior Authorization approval may be entered in SMART starting on **Wednesday, May 27, 2026**. The Requisitioner or Approver must begin the requisition name with "**FY27"** to indicate the future year funding.
2. **Do not send** an e-mail to bids@ks.gov. Although this was required in previous years, it is no longer required and will slow down processing.
3. Any special handling or considerations must be e-mailed to the Deputy Director handling that commodity PRIOR to submitting the requisition.

Upon receipt of the properly notated Prior Authorization

A. The assigned Procurement Officer will change the budget date on the requisition to reflect an **FY27** date.

B. Note that any subsequent POs will fail budget check until **FY27** budgets are loaded.

Agencies should not assume that because a Prior Authorization was approved in prior years that it will automatically be approved moving forward. If competition exists, then the appropriate course should be to hold a bid event.

IV. PROCESSING FY26 PRIOR AUTHORIZATION REQUISITIONS

Requisitions for **FY26** funded transactions, requiring Prior Authorization approval, must be entered in SMART and routed to this office as follows:

A. If the amount is greater than $100,000, the requisition is to be routed to this office no later than **noon** (12:00pm) on **Friday, May 29, 2026**. This is necessary to meet the mandatory statutory Kansas Register posting requirements defined in K.S.A. 75-3739.

B. If the amount is $100,000 or less, the requisition is to be routed to this office no later than **noon** (12:00pm) on **Friday**, **June 05, 2026**.

V. PROCESSING FY27 REQUISITIONS FOR PRIOR APPROVED CONTRACTS

Requisitions for **FY27** funded transactions for contracts that have been previously approved in SMART (for example, multiyear contracts, including leases) should be entered in SMART on or after **July 1, 2026**. If a requisition were entered prior to **July 1, 2026**, the requisition would have a budget date equal to the date of entry, which if entered before **July 1, 2026,** would create a **FY26** encumbrance. Due to system controls, a budget date can only be changed by central users. Therefore, to alleviate the need for budget date changes on these requisitions, a grace period is allowed during the month of **July** to allow agencies time to enter encumbrances for the new fiscal year. No audit findings will be issued during **July** based on a comparison of service date or order date to the requisition date.

VI. CONSTRUCTION OR MAJOR REPAIRS AND IMPROVEMENTS

On any project ***financed with funds which lapse on*** **June 30, 2026**, preliminary work on plans and specifications should be started immediately with Design, Construction and Compliance (DCC). Construction Documents (100% complete) shall be received no later than close of business on **Friday April 17, 2026,** so plans can be reviewed for compliance and bids can be issued and submitted for advertising prior to or no later than **noon (12:00pm)** on **Monday, April 20, 2026** The same deadlines apply to projects reviewed by Facilities Planning but bid by Procurement and Contracts.

VII. DOCUMENT OF RESOLUTION PROCESSING

Agencies must complete and return any outstanding Documents of Resolution (DORs) prior to **June 15th, 2026**. This time it is necessary to ensure the documents are processed and attached to the required forms. In the event that outstanding DOR forms are not submitted properly, any outstanding requisitions **WILL BE DENIED.** This will require the agency to re-submit the requisition in the following budget year, requiring a new DOR form, as well as an issue paper.

VII. SCHEDULE FOR FISCAL YEAR 2026 PROCUREMENTS

A. Requisitions for **FY26** will be given priority over Requisitions for **FY27**.

B. Should **FY27** Purchase Orders be dispatched prior to **July 1**, no vouchers may be created from these POs until **July 1**.

If there are questions about the procurement process and its application to the instructions provided in this Information Circular, please contact the deputy director who is assigned the commodity or service involved in your request. A listing of assignments can be found at: Procurement Officer Commodity Assignments | Kansas Department of Administration

Regards,



Todd Herman

Director of Purchases, Department of Administration