

**March 01, 2025**

## **Office of Procurement and Contracts – Informational Circular 25-05**

**SUBJECT: Schedule for Submission of Purchase Requisitions to Close Fiscal Year 2025 and begin Fiscal Year 2026**

**Please note that this information circular contains information different from previous years. We ask that you please take the time to review this IC in full. Failure to follow the new procedures or deadlines will result in denied requestions, delayed bidding events, or improper budget activities.**

**It is also very important to pass this IC along to any accounting staff or manager who may be involved in year-end processing. Please take the time to review any ICs or information that OAR may provide to accounting staff regarding year-end processes. OPC and OAR have noticed that many year-end processing errors occur due to issues that occur between Procurement and Accounting, especially where these responsibilities are bifurcated.**

Links to Information Circulars are listed below:

- OPC - [Procurement Informational Circulars | Kansas Department of Administration](#)
- OAR - [Informational and Circular Messages | Kansas Department of Administration](#)

Link to OPC Deputy Director Commodity Assignments:

- OPC - [Procurement Officer Commodity Assignments | Kansas Department of Administration](#)

### **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 must 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 FY25 and FY26 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 FY25 and FY26, the FY25 request will be given priority, if received on or before **April 18, 2025.**

If exceptions or deviations from the schedule are needed, 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 to prepare Purchase Order documents.*

**A. FY25 Funded Transactions**

1. If your agency intends to utilize the Request for Proposal (RFP) Negotiated Procurement process for a FY25 transaction, the agency needs to submit the purchase requisition by the close of business, ***Friday, April 18, 2025.***
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 18, 2025.***
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 16, 2025.***
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. FY26 Funded Transactions**

1. Requisitions for **FY26** funded transactions that require bidding, may be entered in SMART beginning Thursday, ***May 01, 2025.***
  - i. The Requisitioner or Agency Approver must type **“FY26 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 FY26 date.

**III. PROCESSING FY26 PRIOR AUTHORIZATION REQUISITIONS**

1. Requisitions for **FY26** funded transactions, requiring Prior Authorization approval, may be entered in SMART starting on ***Wednesday, May 28, 2025.*** The Requisitioner or Approver must begin the requisition name with **“(FY26)”** to indicate the future year funding.

In prior years the request for a FY26 was input in the in the Justification/Comments field; however, starting this year the notation will be in the description. Example **“(FY26) George’s Cooling – HVAC replacement.”** Please put FY26 in parenthesis to indicate the future budget year.
2. **Do not send** an e-mail to [bids@ks.gov](mailto: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 FY26 date.
- B. Prior Authorization Requisitions must be processed in accordance with Information Circular 24-03, located at: [Procurement Informational Circulars | Kansas Department of Administration \(ks.gov\)](#)
- C. Note that any subsequent POs will fail budget check until FY26 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 FY25 PRIOR AUTHORIZATION REQUISITIONS**

Requisitions for FY25 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 30, 2025**. This is necessary in order 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 06, 2025**.

**V. PROCESSING FY26 REQUISITIONS FOR PRIOR APPROVED CONTRACTS**

Requisitions for FY26 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, 2025. If a requisition were entered prior to July 1, 2025, the requisition would have a budget date equal to the date of entry, which if entered before July 1, 2025 would create a FY25 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, 2025*, 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 18, 2025**, so plans can be reviewed for compliance and bids can be issued and submitted for advertising prior to or not later than **noon (12:00pm) on Friday, April 19, 2025**. 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 16<sup>th</sup>, 2025. This time 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.

**VIII. SCHEDULE FOR FISCAL YEAR 2025 PROCUREMENTS**

- A. Requisitions for FY25 will be given priority over Requisitions for FY26.
- B. Should FY26 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