

# **Start Planning Now for Next Fiscal Year**

## **FY26 Purchasing Deadlines**

For products and services needed for FY26 please see the deadlines below and plan ahead now. For FY26 purchases you will need an FY26 Banner Requisition. To create an FY26 Requisition, the transaction date field in Banner must be manually changed to July 1, 2025 at the time of Requisition entry. When submitting any emails to Purchasing, please include the related Requisition number in the Subject line of all correspondence.

**ALL DEADLINES ON THIS NOTICE APPLY TO PRODUCTS, SERVICES, AND CONTRACTS  
THAT WILL BE NEEDED AT THE BEGINNING OF FY26  
(SPECIFICALLY JULY 1, 2025 – AUG 31, 2025)**

### **ANNUAL BIDS / PUBLIC WORKS BIDS:**

Existing Bids- Deadline March 28:

*(Purchasing will email each department a list of their current annual bids by March 14)*

- If Renewing –Submit FY26

# INFORMATION TECHNOLOGY "I.T." CONTRACTS - (HARDWARE, SOFTWARE, MAINTENANCE, CLOUD SERVICES, ETC.):

## Existing I.T. Contracts- Deadline April 15:

*(Purchasing will email each department a list of their annual contracts by March 14)*

- If Renewing a contract which is scheduled to expire in July or Aug 2025 – Confirm current contract has available renewal terms. If so, submit FY26 Banner Requisition.
- If Terminating or opting to not Renew a contract which is scheduled to expire in July or Aug 2025 –email [Beverly Word](#) or [Cheri Perkins](#) of your department’s desire to discontinue services. They will review the contract and provide guidance as needed.

## New I.T. Contracts- Deadline April 15:

- For a New Contract which needs to be effective by July or Aug 2025 – send [Beverly Word](#) or [Cheri Perkins](#) the draft contract and supporting documents for review along with your FY26 Banner Requisition number. Please also include the approval to proceed that has been provided to you by [Information Technology](#).

## COPIERS:

### Renewal- Deadline May 15:

- If Renewing – Submit [FD-50.228 Td\(.54-04\).B\(s\)JJ-0.004c 0. 2\(f\)-3.3\( R\)-5\(e\)-6\(n\)-T/TT2 15\(o\)-6.\(7 a N\)3.\(e\).9](#)