



Procurement Services

UNIVERSITY of ALASKA ANCHORAGE

FY18 Year-End Procurement Deadlines

DUE DATE	ACTIVITY DESCRIPTION
Friday, April 20	Purchases requiring sealed bids or proposals: Aggregate total of like items over \$100,000, including requests for purchases subject to availability of funding over \$100,000.
Friday, May 11	Purchase requiring quotations: Aggregate total of like items over \$10,000 and less than \$100,000, including requests for purchases subject to the availability of funding.
Friday, June 8	All purchases including those under \$10,000: Do not artificially divide requirements. Due also are single source purchases, all purchases contingent on funding, purchases exempt from competition and purchases for items on contract such as computers, systems furniture, and copiers, etc.
June 30th	Purchases using Blanket Purchase Orders (BPOs): All BPO call numbers must be closed by noon.
June 30th	Purchases using a Procurement Card: Procurement card purchases may be made up until the last day of the fiscal year. However, make sure the vendor runs the card transaction immediately. Due to electronic routing issues, there is no guarantee that procurement card purchases in late June will be encumbered against FY18 funds.

If you have any questions, please call Procurement Services at 786-6500 or email us at: uaa_procurement@alaska.edu.