



London N. Breed  
Mayor

Sailaja Kurella  
Acting Director and Purchaser

**Date:** February 3, 2021  
**To:** Department Heads  
**From:** Sailaja Kurella, Acting Director and Purchaser *SK*  
**Subject:** Final Dates for Receipt of Requisitions and Contracts for FY20-21

This is the annual reminder to departments regarding the schedule of submission for requisitions and contracts in PeopleSoft and any supporting documentation to the Office of Contract Administration - Purchasing (OCA) for FY20-21.

Transaction Type		Submission to Central Shops by:	Submission to OCA by:
Vehicles & Equipment	Not on a City Contract	02/15/2021	03/01/2021
	On a City Contract	03/01/2021	03/15/2021
Non-IT Requisitions (other than Vehicles & Equipment)	> \$10,000 & requires a solicitation	N/A	03/15/2021
	> \$10,000 & does not require a solicitation (e.g. those with an approved sole source waiver)	N/A	05/31/2021
IT Requisitions	> \$25,000	N/A	05/17/2021
	≤ \$25,000	N/A	05/31/2021
Departmental Professional Service Contracts requiring OCA approval by 06/30/2021		N/A	05/31/2021

Though Departments may submit requisitions and contracts after the deadlines stated above, OCA cannot guarantee those requisitions or contracts will be processed within FY 20-21. Additionally, submitted requisitions for which a purchase order cannot be issued prior to June 30, 2021 must be resubmitted in FY21-22. Departments must work with the Controller's office to ensure the funds encumbered by such requisitions are rolled over to FY20-21.

If you have any questions, please consult with your regular Purchasing contact or call OCA's main office number for further assistance (415-554-6743).