



June 16, 2016

TO: Texas A&M AgriLife Unit Heads

SUBJECT: Deadlines for End-of-Year/New Year Requisitions and Orders

*Please forward to appropriate staff.*

Deadlines for submission of FY16 (current year) purchase requisitions and orders, and FY17 (new year) annual contracts have been scheduled. Please see attached memo and advise your faculty and staff of these deadlines. If you or any of your staff have questions, please contact the Texas A&M AgriLife Purchasing Office, (979) 845-4513.

Texas A&M AgriLife Administrative Services | <http://agrilifeas.tamu.edu>