

E-news
ADMINISTRATIVE SERVICES



TEXAS A&M
AGRILIFE

June 7, 2017

TO: Texas A&M AgriLife Unit Heads & Business Administrators

SUBJECT: Yearend Purchasing Document - 2017

Purchasing yearend letter attached. Please distribute as appropriate.

Deadlines for submission of FY17 (current year) purchase requisitions and orders, and FY18 (new year) annual contracts have been scheduled. Texas A&M AgriLife Purchasing Department has established submissions deadlines considering the deadlines set by TPASS as well as required processing times. The deadline is to assist the units and purchasing with planning and to facilitate efficient and effective processing of year-end requirements, as well as the purchase of goods and services utilizing FY18 funding needed by September 1, 2017. Please advise your faculty and staff of these deadlines.

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