

## Start Planning Now for Next Fiscal Year

### FY25 Purchasing Deadlines

For products and services needed for FY25, please see the deadlines below and plan ahead now. For FY25 purchases you will need a FY25 Banner Requisition. To create an FY25 Requisition, the transaction date field in Banner must be manually changed to July 1, 2024 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.

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