

Dear Campus Partner,

As we look forward to the holiday break, Procurement Services would like to provide the following guidelines to assist in planning end-of-year requests:

Requisitions: buyND requisitions should reach Procurement's queue (Commodity Review) no later than **Monday, December 18th** to allow time for Procurement to properly review and approve requests prior to the break. As a reminder:

- Multiple departmental or grant approvals may be required prior to a requisition arriving in buyND's Procurement queue.
- Proper documentation must accompany each requisition. For example, requisitions valued at \$10K or more require competitive quotes or a competitively-bid governing contract.

Contract Requests: Please submit no later than **Monday, December 11th** to ensure review prior to the break. Keep in mind that the timeline for completion of contract reviews is subject to the responsiveness of all parties involved.

Supplier Adds: Supplier Adds will be initiated (invitation sent to vendor) if received by **Wednesday, December 20th**.

Although we will make every effort to process all requests received prior to the break, priority will be given to requests received before the dates shown above.

Thank you for your understanding, and **Happy Holidays** from the Procurement Services team!