




Date: December 14, 2023
To: All City Departments
From: Sailaja Kurella, Director, Office of Contract Administration 
Subject: Final Dates for Receipt of Requisitions and Contracts for FY23-24

This is the annual reminder to departments regarding the FY23-24 submission deadlines for Administrative Code Chapter 21 requisitions and contracts in PeopleSoft, as well as any required supporting documentation to the Office of Contract Administration (OCA). **FY23-24 POs must be fully approved and dispatched by June 21, 2024.** To meet this deadline, please plan accordingly and submit your requests and supporting documentation prior to the deadlines specified below.

Transaction Type		Submission to Central Shops by:	Submission to OCA by:
Vehicles & Fleet Related Equipment Requisitions	Not on a City Contract	01/15/2024	03/04/2024
	On a City Contract	01/15/2024	04/01/2024
Technology Marketplace IT Requisitions	> \$25,000	N/A	05/01/2024
	≤ \$25,000	N/A	06/03/2024
All other Requisitions	> \$10,000 & requires a solicitation	N/A	03/04/2024
	> \$10,000 & does not require a solicitation	N/A	06/03/2024
Departmental Professional Service Contracts requiring OCA approval by 06/28/2024	N/A	N/A	06/03/2024

Requisitions and contracts submitted after the deadlines stated above may not be processed by OCA. **Requisitions for which a purchase order cannot be issued prior to the system year-end close must be resubmitted in FY24-25**, and departments must work with the Controller’s Office to ensure the budgets associated with such requisitions are carried forward to FY24-25.

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