



Department of Finance

Division of Procurement Services


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MEMORANDUM

DATE: August 08, 2024

TO: All Executive Branch Agencies/Departments

THRU: Ms. Tracy B. Norita
Secretary of Finance 

FROM: Acting Director, Procurement Services

SUBJECT: **Deadline for Entry of FY 2024 Requisitions, Submission of Contracts and ITB/RFP Requests**

The deadline for entry of Requisitions in Munis, submission of contracts and ITB/RFP requests to the Division of Procurement Services is **4:30 p.m., Friday, August 30, 2024**. The deadline is established to allow the Division of Procurement Services to perform the processing requirement before the expiration of FY 2024.

All requisitions, contracts and ITB/RFP request submitted after August 30, 2024 will be on hold/returned to the requesting department/agency to re-submit on the next fiscal year. CIP Project Funds are not affected by the deadline.

If you have any questions(s), please feel free to contact our office at (670) 664-1500.

Your cooperation is appreciated.


Brian S. Nicholas, Jr.

8/8/2024
Date