Instructions for requesting to submit an FY17 requisition prior to the beginning of the fiscal year:

1. Determine if your requisition meets the following criteria:
   a. Services will be interrupted if Vendor does not receive PO prior to 7/1/16.
   b. Insufficient time for receipt of goods/services due to delivery lead times.
   c. If your requisition does not fall under these criteria, but needs to be processed for other reasons, please contact the purchasing department.

2. Email a request to submit your FY17 requisition to purchase@okstate.edu
   (For Tulsa campuses: brandi.brown@okstate.edu or mjboyd@okstate.edu)

   Please include the following information in the email request:
   a. “FY17 Requisition Request” in the subject line
   b. A description of the product/service for the requisition
   c. Estimated amount for the requisition
   d. Reason why the PO needs to be distributed prior to beginning of fiscal year

3. The Purchasing department will then reply with either:
   a. An authorization email containing instructions on how to process your FY17 requisition

       OR

   b. An email letting you know that you must wait until the beginning of the fiscal year to submit your requisition

4. Please note: Any FY17 requisition submitted prior to the beginning of the fiscal year that does not have prior Purchasing department authorization will be returned to the requester.

If you have any further questions please contact the Purchasing department at 405-744-5984.