

## FY25 Renewal Submission Deadlines

Purchase Request Amount	Date Due in UIUC Purchasing
Renewals of \$1,000,000 or more for commodities, general services and/or professional and artistic services, including sole sources require Board of Trustees approval. Requisitions need to be submitted to Purchasing in adequate time to obtain the necessary BOT approvals.	January 19, 2024  Last FY24 BOT Mtg. Date May 16, 2024
All software renewal requisitions (any dollar amount)	January 19, 2024
\$100,000 to \$999,999 for commodities and general services, and sole sources.	January 26, 2024
\$100,000 to \$999,999 for professional and artistic services	January 26, 2024
\$50,000 to \$100,000 for commodities and general services	February 9, 2024
\$50,000 to \$100,000 for professional and artistic services	February 9, 2024
Between \$10,000 and up to \$49,999	April 5, 2024
Up to \$100,000 for construction and construction-related services	April 5, 2024

**Failure to submit requisitions by the required deadlines will result in requisitions not being completed prior to July 1, 2024.**

**Please see <https://www.uiucpurchasing.illinois.edu/news/fy25-renewal-information/> for full Procedures and Deadlines information.**



## FY25 Renewal Department Buyer Assignments

### Accountancy

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### Krannert Center for the Performing Arts

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### Library

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### IPM

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