



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: November 30, 2016

Bulletin #: P-10-16

**TO: Purchasing Authority Contacts (PACs)
Procurement & Contracting Officers (PCOs)
Chief Information Officers (CIO)
Agency Information Officer (AIO)**

RE: Fiscal Year 2016/17 Deadlines for Receipt of Purchase Estimates (PE), FI\$Cal Requisitions, and STD 213 Review and Approvals

The Department of General Services, Procurement Division (DGS-PD) is alerting all state departments that the Fiscal Year 2016/17 deadline dates for receipt of Purchase Estimates (PE), FI\$Cal Requisitions, and STD 213 Review and Approvals, are approaching. Due dates noted herein must be met for DGS to process your request. Failure to meet due dates can result in untimely processing or denial of the request.

Procurement pre-approvals (e.g., DGS Office of Fleet and Asset Management, DGS Real Estate Services Division, Department of Technology, California Prison Industry Authority, or the Department of Finance), if required must be obtained prior to request submittal.

Deadlines for all¹ PE, FI\$Cal Requisitions, and STD 213 Review and Approvals

Information Technology (IT) Requests	
January 31, 2017	Purchase Estimates
	FI\$Cal Requisitions, STD 213 Review and Approvals

Non-IT Requests	
March 31, 2017	Purchase Estimates (non-IT Goods only)
	FI\$Cal Requisitions

Thank you in advance for your cooperation in adhering to the deadlines.

¹Excludes IT procurements related to a reportable IT project. Purchase Estimates or FI\$Cal Requisitions funded by federal government funds that expire Sept. 30, 2017, shall be subject to the same dates as those for State funded purchases.

If you have any questions regarding this notification, please contact:

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