



UNIVERSITY
of ALASKA

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TO: All UAA, UAF, UAS and System Office Departments
FROM: Kara Axx, Chief Procurement Officer
DATE: March 20, 2026
SUBJECT: FY26 Purchase Requisition and Change Order Cut-off Dates

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Kara Axx
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This memo outlines important deadlines for submitting FY26 purchase requisitions and change orders. As we approach fiscal year-end, procurement activity increases significantly. Early planning and timely submission are critical to ensuring requests can be processed before June 30. Please review the information below carefully and plan accordingly.

Why Early Submission Matters

Submitting requisitions and change orders **as early as possible** gives Procurement time to:

- Review documentation and resolve issues
- Complete required approvals and solicitations
- Place orders and process changes before fiscal year-end

Requests received close to the deadlines are more difficult to process and may result in delays or roll-forward to the next fiscal year. Early submission helps both your department **and** the Procurement team succeed.


Please note that we are **short-staffed going into this year-end**, so your cooperation and early planning will be especially helpful this year.

General Guidance

Submit Complete Requisitions

Include **all required supporting documentation** to avoid delays. Email requisitions and backup to ua-pcs-backup@alaska.edu, with the requisition number in the subject line. Use the [NextGen form](#) for change order requests.

Required Documentation May Include

- W-9 forms for new vendors
 - Independent Contractor Status Determination Forms
 - For purchases over \$10,000: quotes, sole source justifications, and RSFs
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- A decorative graphic at the bottom of the page consisting of a blue silhouette of a mountain range with several peaks of varying heights.

Updated forms are available on the University of Alaska Procurement website.

Bids and Quotes – Start Early

For purchases requiring bids or quotes, submit a **\$1 requisition as soon as the need is known**, even if funding is still being finalized. This allows Procurement to begin the competitive process early. Waiting until funding is confirmed may prevent the solicitation from being completed before fiscal year-end.

Restricted Funds (Fund 2 and Fund 3)

Although restricted funds do not expire on June 30, the high volume of expiring state funds requires adherence to the deadlines below.

If a restricted-fund purchase **must** be completed by June 30, 2026, clearly note this in the requisition text. Otherwise, follow FY27 requisition instructions. Restricted-fund requisitions must clear workflow before routing to Procurement — please allow extra time.

Questions

For questions related to existing purchase orders or change orders, contact the Contracting Officer who issued the original PO or email ua-pcs-main@alaska.edu.

Key Dates and Deadlines

Purchase Type	Deadline
Purchases requiring sealed bids or proposals (total cost of similar items combined over \$100,000, including requests subject to funding availability)	April 10, 2026
Purchases requiring quotes (total cost of similar items combined over \$10,000 and less than \$100,000)	May 8, 2026
All other purchases (items that do not require bidding, single-source purchases, and items on contract such as computers, systems, furniture, copiers, etc.)	May 29, 2026
Purchases under \$10,000 (do not divide purchases to avoid thresholds)	May 29, 2026
Change orders (increases or decreases to existing POs)	May 29, 2026
Banner Call Numbers (all Banner entry must be completed and orders placed; incomplete call numbers will be deleted)	June 30, 2026 – 5:00 PM

Change Orders – Please Submit Early

Change orders, particularly **increases**, often require additional review and approvals and generally take longer to process than new purchase orders.



Departments are strongly encouraged to submit change orders **as soon as the need is identified**, rather than waiting. Early submission greatly improves our ability to process changes before fiscal year-end and reduces the risk of delays.

Important Notices

Absolute Requisition Deadline

The **absolute deadline** for FY26 requisitions and change orders is **Friday, June 19, 2026, at 4:00 PM.**

Submissions after this time will be considered **only in emergency situations**, as time permits. For non-expiring funds, follow FY27 requisition instructions.

NSF (No Sufficient Funds)

Requisitions in NSF status will **not** be processed. Please work with your NSF authority to resolve funding issues and immediately email backup documentation to ua-pcs-backup@alaska.edu. Unresolved NSF requisitions will be deleted.

ProCard Charges

ProCard purchases posted to PaymentNet by **June 30, 2026** will be charged to FY26. Transactions posted after July 1 will be charged to FY27. Late-June transactions may post to FY27 due to processing timelines.

Procurement Office Closure

Procurement & Contract Services will close for year-end processing at **4:00 PM on Friday, June 19, 2026**. Requisitions will not be accepted after this time. The last business day for Procurement is **Tuesday, June 30, 2026**.

Final note

We appreciate departments planning ahead and submitting requests early. Early coordination makes a meaningful difference for timely processing during the year-end rush, especially this year.

