



Date: December 20, 2024
To: All City Departments
From: Sailaja Kurella, Director, Office of Contract Administration
Subject: Final Dates for Receipt of Requisitions and Contracts for FY24-25

Please take note of the Office of Contract Administration’s (OCA) FY24-25 submission deadlines for Administrative Code Chapter 21 requisitions and contracts. **FY24-25 POs must be fully approved and dispatched by June 20, 2025.** To meet this deadline, please plan accordingly and submit your requisitions and contracts, including all required supporting documentation, into PeopleSoft and ServiceNow (contract approval requests) prior to the deadlines specified below.

Transaction Type		Submission to Central Shops by:	Submission to OCA by:
Vehicles & Fleet Related Equipment Requisitions	Not on a City Contract	01/17/2025	02/21/2025
	On a City Contract	02/14/2025	03/21/2025
Technology Marketplace IT Requisitions	> \$25,000 & requires a solicitation	N/A	05/01/2025
	≤ \$25,000 & does not require a solicitation	N/A	06/02/2025
All other Requisitions	> \$20,000 & requires a solicitation	N/A	02/28/2025
	> \$20,000 & does not require a solicitation	N/A	05/23/2025
Departmental Professional Service Contracts requiring OCA approval by 06/27/2025	N/A	N/A	06/02/2025

Requisitions and contracts submitted after the deadlines stated above may not be processed by OCA. **Requisitions for which a purchase order cannot be issued prior to the system year-end close must be resubmitted in FY25-26**, and departments must work with the Controller’s Office to determine if the budgets associated with such requisitions can be carried forward to FY25-26.

If you have any questions, please consult with your regular Purchasing contact or call OCA’s main office number for further assistance at (415) 554-6743.