

Instructions for requesting to submit an FY26 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 7/1/25.
 - 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 FY26 requisition to purchase@okstate.edu

(For CHS: chsprocurement@okstate.edu)

Please include the following information in the email request:

- a. "FY26 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 FY26 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 FY26 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.