**FISCAL YEAR 2016 COMING TO A CLOSE**

As the end of the fiscal year approaches, there are few dates that we would like for you to keep in mind. Below are deadlines for submitting requisitions to be processed in the 2015/2016 fiscal year.

**May 15, 2016** Requisitions for bid items $25,000 and above, to allow for bid process and delivery schedules.

**June 1, 2016** Requisitions for bid items $10,000-$25,000.

**June 24, 2016** Final day for requisitions to be submitted. Only orders of an emergency nature will be processed from FY 16 after this date. Also, final day for P-Card purchases.

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**Need additional Software?**

Please submit this [application](#) to the Office of Information Systems prior to entering a requisition. The State of Arkansas mandatory software contract allows ATU access to deep discounts on several brands. Adobe being one of the most popular. Please contact our office before purchasing any software so that we may assist you in accessing these discounts and maintaining compliance with the contract.

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**Please don’t forget....**

In many cases, the State of Arkansas copy paper contract can offer a substantial savings. It requires a $500 minimum order, but you can combine with other departments to meet this threshold. Pricing for the contract is available [here](#).

ATU is currently holding various pieces of office furnishings in storage that can be utilized by departments. Please contact [Administrative Services](#), to inquire.