

## Appendix N

### **STATE REQUISITION TIME SCHEDULE REQUISITION DATES FOR THE YEAR 2005**

**PURPOSE:** The Requisition Time Schedule (RTS) is a calendar of dates on which Requisitions for certain items are due in the State Procurement or Property & Supply Bureaus. These items have been identified as ones for which the State of Montana can secure significant savings by buying in quantity. Lower costs can also be obtained for some items by purchasing at particular times of the year.

Only one commodity remains on the State's Requisition Time Schedule: New Vehicles. Use of the RTS is mandatory for New Vehicles.

1. Attached are listings by date and alphabetically. The dates shown are when Requisitions for these items must be received in the MSU-Bozeman Purchasing Department office in order to comply with the deadlines that the State Procurement Bureau has set.
2. Willful neglect or lack of reasonable planning are not acceptable reasons for non-compliance with the Requisition Time Schedule.
3. State Requisition Time Schedules will not always correspond with department requirements. However, the department's earnest effort to cooperate in this group buying effort ensures economical purchasing.
4. Pre-Requisition Forms are available for vehicles. Contact MSU-Bozeman Purchasing Department for more information regarding these forms.

## Appendix N

### LISTING BY DATES

Jan 28, 2005.....**Vehicles (New) - Cars, and Trucks.** (Mandatory) Pre-requisition forms will be provided upon request.  
(Semi-Annual)

Sep 02, 2005.....**Vehicles (New) - Cars, Trucks, & Police Pursuit Vehicles.**  
(Mandatory) Pre-Requisition forms will be provided upon request.  
(Semi-Annual)