



Department of Finance

Division of Procurement Services

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MEMORANDUM

DOF/PSM25-014

DATE: July 15, 2025

TO: All Executive Branch Agencies/Departments

Thru: Tracy B. Norita  7/14/25
Secretary of Finance

FROM: Director, Procurement Services

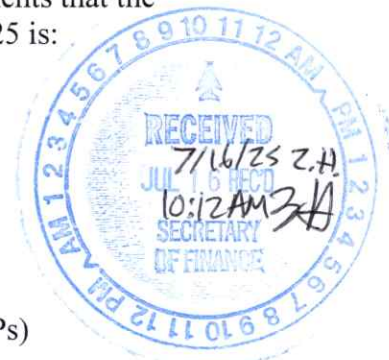
SUBJECT: **Deadline for Entry of FY 2025 Requisitions, Submission of Contracts, and ITB/RFP Requests**

This memorandum serves to inform all Executive Branch agencies and departments that the deadline for the submission of procurement-related requests for Fiscal Year 2025 is:

Friday, August 29, 2025, at 4:30 p.m.

This deadline applies to the following:

- Requisition entries in MUNIS
- Contract submissions
- Requests for Invitation for Bids (ITBs) and Requests for Proposals (RFPs)



This cutoff is necessary to allow adequate time for review and processing before the fiscal year closes and to maintain compliance with the CNMI Department of Finance's Encumbrance Policy and related financial procedures.

In accordance with the Encumbrance Policy (effective October 1, 2024), all agencies must comply with the following:

- For **General Fund and Special Revenue Funds** (Section 2.2), encumbrances with no activity for more than 90 days may be reviewed and de-obligated or closed.
- For **federally funded procurements** (Section 2.1 and 2 CFR § 200.344), encumbrances must be fully liquidated within 90 days after the end of the approved liquidation period, unless an extension is granted by the federal awarding agency.
- The **deadline to initiate or increase encumbrances** for Executive Branch agencies is also August 29, 2025.

- Agencies must follow required procedures for validating, canceling, or closing open purchase orders and contracts.

To support this, agencies should use the appropriate MUNIS reports, Open POs by Account and Open Encumbrances by PO Number, to review and reconcile outstanding obligations in preparation for year-end.

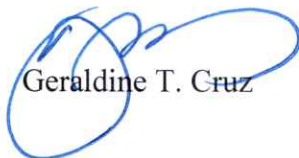
Please note that **Capital Improvement Project (CIP) funds** are exempt from the August 29 deadline. However, agencies managing CIP-funded activities must still coordinate with the Division of Procurement Services to ensure compliance with procurement procedures.

Any requisitions, contracts, or ITB/RFP requests received **after August 29, 2025** will be placed on hold or returned for resubmission in FY 2026.

For further guidance, please review the CNMI Department of Finance Encumbrance Policy or contact the Division of Procurement Services at (670) 664-1500.

We appreciate your cooperation and timely attention to this matter.

Respectfully,



Geraldine T. Cruz