


August 1, 2022

To: All Deputy Secretaries, Chief Financial Officers, and Procurement Directors of State Agencies, Institutions, Community Colleges, and Universities

From: David O'Neal, State Purchasing Officer, Division of Purchase & Contract 

Subject: Statewide Procurement Planning (FY23)

In accordance with NC General Statute 143-51, the NC Department of Administration's Division of Purchase and Contract (NC DOA P&C) is requesting a procurement plan from each agency's procurement department for fiscal year (FY23) beginning July 1, 2022 and ending June 30, 2023. Agency procurement plans are due by close of business September 30, 2022.

**RE: § 143-51. Reports to Secretary required of all agencies as to needs and purchases**

(a) It shall be the duty of all departments, institutions, or agencies of the State government to furnish to the Secretary of Administration when requested, and on forms to be prescribed by him, estimates of all goods and services needed and required by such department, institution, or agency for such periods in advance as may be designated by the Secretary of Administration.

(b) In addition to the report required by subsection (a) of this section, all departments, institutions, or agencies of the State government shall furnish to the Secretary of Administration when requested, and on forms to be prescribed by him, actual expenditures for all goods and services needed and required by the department, institution, or agency for such periods after the expenditures have been made as may be designated by the Secretary of Administration.

Your procurement plan should be a comprehensive summary of your agency's planned procurement needs and should be completed by consulting with business units and/or subdivisions. Detailed instructions and training resources on how to complete and submit the agency procurement plan template can be accessed through the Procurement Information Portal (PIP) on the home page in the News section.

For questions about your planned procurement events contact [pc.sourcing@doa.nc.gov](mailto:pc.sourcing@doa.nc.gov).

Thank you.







# APP Memo FY23

Final Audit Report

2022-07-30

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