

TSOS will follow the below deadlines for requests to the FO step in Spring 2023:

- **Big Y: .5 week**
- **Catering (University Systems) - 2 Weeks**
- **Catering (Outside Vendor) :**
 - **Procard - 3 Weeks**
 - **HB (if vendor is active for shopping) - 2 Weeks**
 - **HB (if vendor is NOT active for shopping)- 3 weeks**
- **Room Rental (University Systems) - 2 Weeks**
- **Space Rental (Off campus Storage, Ice Rink, additional practice facilities) - 3 Weeks**
- **Equipment/Supplies**
 - **Procard (tax exempt profile set up) - 3 Weeks (allow for shipping time)**
 - **HB (if vendor is active for shopping) - 3 Weeks (allow for shipping time)**
 - **HB (if vendor is not active for shopping) – 4 weeks**
- **Contractual Service**
 - **HB (if vendor is active for shopping) - 3 Weeks**
 - **If it requires a PSA- 5 weeks**
- **Travel:**
 - **Flights- 5 weeks**
 - **Enterprise Car Rental - 4 Weeks (additional booking step with Anthony Travel)**
 - **Dattco Bus Rental - 2 Weeks**
 - **Admission/Registration**
 - **Procard (tax exempt profile set up) - 3 Weeks to deadline to register (allow for confirmed attendees/confirmation)**
 - **HB (if vendor is active for shopping) - 3 Weeks 3 Weeks to deadline to register (allow for confirmed attendees/confirmation/check address verification)**
 - **Advances- 1.5 weeks**
 - **Pre-Approvals for incidentals later done by Reimbursement (parking, ground transportation, baggage fees): 1.5 weeks**