

FY26 Renewal Submission Deadlines

Purchase Request Amount	Date Due in UIUC Purchasing
Renewals of \$1,000,000 or more for commodities, general services and/or professional and artistic services, including sole sources require Board of Trustees approval. Requisitions need to be submitted to Purchasing in adequate time to obtain the necessary BOT approvals	January 17, 2025 Last FY25 BOT Mtg. Date May 22, 2025
All software renewal requisitions (any dollar amount)	January 17, 2025
\$100,000 to \$999,999 for commodities and general services, professional and artistic services, and sole sources	January 24, 2025
\$50,000 to \$100,000 for commodities and general services and professional and artistic services	February 14, 2025
Between \$10,000 and up to \$49,999	April 4, 2025
Up to \$100,000 for construction and construction-related services	April 4, 2025

Failure to submit requisitions by the required deadlines will result in requisitions not being completed prior to July 1, 2025.

Please see [FY26 Renewal Information - University of Illinois](#) for full Procedures and Deadlines information.

FY26 Renewal Department Buyer Assignments

Animal Resources

Jacob Shaw jwsha@uillinois.edu

Animal Science

Darce Dillavou dldilla@uillinois.edu
Jacob Shaw jwsha@uillinois.edu

Campus Recreation

Darce Dillavou dldilla@uillinois.edu

Chemical Sciences

Jenna Montgomery jennam@uillinois.edu

College of Law

Debbie Montgomery dm22@uillinois.edu

Disability Resources & Educational Svcs (DRES)

Jenny Henderson jennyjh@uillinois.edu

Div. Intercollegiate Athletics/State Farm

Jenna Montgomery jennam@uillinois.edu

Engineering

Jacob Shaw jwsha@uillinois.edu
Joan Zocher zocher@uillinois.edu

Extension

Debbie Montgomery dm22@uillinois.edu
Jenna Montgomery jennam@uillinois.edu

Facilities & Services

Ryan Johnson rmjohnso@uillinois.edu
Jacob Shaw jwsha@uillinois.edu

Food Science

Ryan Johnson rmjohnso@uillinois.edu

Housing/Dining

Jenny Henderson jennyjh@uillinois.edu

Illini Union

Darce Dillavou dldilla@uillinois.edu

Illinois Public Media (IPM)

Jenny Henderson jennyjh@uillinois.edu

Institute for Genomic Biology

Joan Zocher zocher@uillinois.edu

Krannert Center for the Performing Arts

Jenny Henderson jennyjh@uillinois.edu

Library

Jacob Shaw jwsha@uillinois.edu
Debbie Montgomery dm22@uillinois.edu

McKinley Health Center

Joan Zocher zocher@uillinois.edu

Molecular and Cellular Bio

Darce Dillavou dldilla@uillinois.edu
Debbie Montgomery dm22@uillinois.edu

Prairie Research (Surveys)

Jenna Montgomery jennam@uillinois.edu

Provost/VC Admin

Ryan Johnson rmjohnso@uillinois.edu

Technology Services

Jenny Henderson jennyjh@uillinois.edu
Jacob Shaw jwsha@uillinois.edu

Veterinary Medicine

Ryan Johnson rmjohnso@uillinois.edu
Joan Zocher zocher@uillinois.edu