

Purchasing Cut-Off for FY 17 is April 28, 2017

Dear all,

As we look ahead to the end of this fiscal year, we would like to inform you about the year-end purchasing procedures and deadlines to give you and your department plenty of time to plan. These procedures will ensure that all purchases are made and goods and services delivered by Thursday, June 29, 2017. Also, it will give the accountants an opportunity to close the books in a timely manner, determine budget balances that may be used to cover areas of deficit, and begin issuing Purchase Orders for Fiscal Year 2018.

PURCHASING DEADLINE: The deadline is the same date for general, grant, and categorical fund purchases. All Purchase Requisitions must be in Financial 2000 **and** approved through to the Purchasing department **by 5:00 p.m. on Friday, April 28, 2017**, or the requisitions will be returned to your department unprocessed. The campuses or sites may establish earlier deadlines at their discretion. Questions regarding earlier deadlines should be directed to your site's administration.

Please Note: All exceptions must be of an emergency or critical nature and approved by the Vice Chancellor, Business & Fiscal Services and may require preliminary approval by your campus Administrative Services office.

DELIVERY OF GOODS: Due to warehouse hours of operation during summer months, the last day for delivery of materials, goods, and equipment for Fiscal Year 2017 will be **Thursday, June 29, 2017**.

CONFERENCES, TRAVEL & MILEAGE: Please anticipate **all** allowable conference, travel, and mileage expenses you may incur after the cut-off date and prior to June 29, 2017. Purchase Requisitions for these expenses must be processed by the deadline above for the estimated total expenses. This applies to all expenses regardless of funding source. Failure to do so may delay—or even prevent—reimbursement.

OPEN PURCHASE ORDERS: Please begin to review all current Open PO's to make sure that all goods and/or services will be received on or prior to June 29, 2017. If it is determined goods and/or services will not be received prior to June 29, 2017, please take one of the following actions:

- PO should be **Final Paid by Accounts Payable** for goods and/or services already received if no others are to be received by June 29, and a FY 2018 Requisition will need to be initiated for the remaining goods and/or services received after June 29;
- PO should be adjusted via **Change Order by Purchasing** for only the goods and/or services to be received by June 29, and a FY 2018 Requisition will need to be initiated for remaining goods and/or services received after June 29; or
- PO should be **closed by Purchasing** if no goods and/or services are to be received.

INVOICES & PAYMENTS: Invoices need to be submitted to Accounts Payable as soon as possible in order to ensure prompt payment to vendors. The payment process cannot begin until Accounts Payable receives **all** necessary documents authorizing payment. Please make sure the Responsibility Center Manager signs all documents that are forwarded to authorize payment.

NEW FISCAL YEAR 2018 REQUISITIONS: It is anticipated that the requisitions can be initiated on or after **May 31, 2017**. However, vendors will be instructed that goods and/or services cannot be received until July 1, 2017 or later.

If you have any questions or concerns, feel free to contact the Purchasing department. Please share this information with your departments.

Thank you,

Martha Kelly
Purchasing Agent