

Financial Services Year-End Deadlines

As the end of the fiscal year approaches, Financial Services would like to remind the campus community that the Procurement Staff is available to assist in helping plan year-end purchases, determine timelines and assist with obtaining price and delivery quotes. Please carefully review these due dates and plan accordingly.

Please refer to the following deadlines regarding expenditures of funds for the current year:

April 6, 2018 – Friday Completed

- All Purchase Requisitions over \$50,000 must be entered in PeopleSoft with complete specifications for bidding forwarded on a Transmittal Form, unless an established contract (Blanket Order Agreement, Master Enabling Agreement, etc., will be utilized)
- All Purchase Requisitions for construction contracts over \$50,000 (with complete specifications) from Facilities

***April 30, 2018 – Monday Completed**

- All Purchase Requisitions for purchases of \$5,000 to \$50,000
- All Purchase Requisitions for construction contracts under \$50,000 (with complete specifications) from Facilities
- Review all open requisitions. Delete those that are no longer needed and resolve any remaining open requisitions.

May 16, 2018 – Wednesday

- Last day Procurement Cards may be used for expenditures charged to 2017/18 fiscal year, PCard purchases made after May 16 will be charged to 2018/19 fiscal year funds
- PCards will remain active throughout the year-end period

May 18, 2018 – Friday

- Purchase Requisitions for less than \$5,000 received after this date will be processed as time and resources allow
- Departments should evaluate balances on Blanket Purchase Orders. Submit requests to adjust encumbrance balances
- Requests for close out of purchase orders and encumbrance adjustments

June 1, 2018 – Friday

- All Purchase Requisitions will be dated July 1, 2018
- All 2017/18 Blanket Purchase Orders will be closed June 1, 2018

June 8, 2018 – Friday

- Short Term Limited Scope Independent Contractor check requests
- Check Requests
- Travel Expense claim forms
- All Accounts Receivable billing requests, including faculty replacement charges and billings to the Auxiliaries (Foundation and Associated Students, Inc.)
- For guaranteed processing, submit all expenditure transfers, budget transfers, and payroll adjustments. Requests received after this date will be processed as time permits.
- All Postal Bulk Mail Requests must be submitted by 3 p.m.

June 13, 2018 – Wednesday

- All Duplicating Services Request Forms for the current fiscal year

June 29, 2018 – Friday

- The Cashiers' Office will close at 1:00 p.m.

Please contact Kim Napoli x57363 with any questions or concerns.