

DATE: February 20, 2017

TO: University Faculty, Staff and Student Organizations

FROM: Purchasing and Accounts Payable

SUBJECT: Fiscal Year-End Purchase and Payable Deadlines

We would like to assist you with your fiscal year-end planning and have listed below important dates related to the university's fiscal year-end on June 30, 2017.

We encourage departments to begin planning purchases and/or payments to ensure that supplies, equipment, and services paid from Educational and General (E & G) funds are delivered and paid for by fiscal year-end. The cut-off dates below have been established so that sufficient time is available to complete the purchase, delivery, invoice submission and payment processes by June 30, 2017. Our combined efforts will ensure that year-end purchasing and payments are efficient and effective.

Every attempt will be made to process all requirements as they are submitted. Please submit items with longer lead-times immediately to guarantee being charged to this fiscal year's budget. It is recommended that you submit your requisitions in advance of the deadlines whenever possible. For deliveries (or invoices) received on purchase requisitions submitted after the dates listed below, payment may not be processed until the new fiscal year which will result in charges to next year's funds.

In order to pay for goods and/or services in FY17, all goods and services must have been delivered/rendered AND the invoice(s) must be received in Accounts Payable by June 13, 2017. Invoices cannot be paid prior to the receipt of goods or services.

Descriptions of services and submission dates follow:

- VCE Office System Furniture (all dollar values) * Submitted by March 6, 2017
- Purchases above \$50,000 * Submitted by March 6, 2017
- Purchases between \$2,000 and \$50,000 * Submitted by April 24, 2017
- Payment Requests, Honorarium Payment Requests * Received by June 9, 2017
- Travel Vouchers * Received by June 9, 2017
- Wire Transfers * Received by June 9, 2017
- Patriot Computer Store Purchases * Completed by June 12, 2017
- Purchases <\$2,000, Receiving Reports, Invoices * Received by June 13, 2017
- Agency Travel Card Purchases * Charged by June 15, 2017
- Small Purchase Credit Card (P-Card) * Charged by June 15, 2017
- Journal Vouchers (on-line and paper) * Received by June 23, 2017

When competitive sealed bidding or competitive negotiation is required, the time needed for the procurement may be longer.

You are welcome to contact Purchasing and Accounts Payable at 3-2580 with any questions or concerns.