

YEAR END PROCEDURES – FISCAL YEAR 09 FUNDS

BUDGETED IN STATE FISCAL YEAR ENDING JUNE 30, 2009

(Delivery/Receipt by June 30, 2009)

Due date:	Description:
February 13, 2009	Requisitions with a Procurement/Delivery Lead Time [#] : 120 + days
March 13, 2009	Requisitions with a Procurement/Delivery Lead Time: 90 days to 119 days
March 27, 2009	Requisitions with a Procurement/Delivery Lead Time: 60 days to 89 days*
April 24, 2009	Requisitions with a Procurement/Delivery Lead Time: 30 days to 59 days
May 8, 2009	Requisitions for external vendors <i>The only exception is for contract vendors providing readily available supply items: Fisher Scientific, OfficeMax, Corporate Express, Grainger</i>
May 29, 2009	All vendor requisitions due to Purchasing. <i>Includes campus vendors (Sodexo, Nebraska Book Services) and contract vendors (Fisher Scientific, OfficeMax, Corporate Express, Grainger)</i>
June 19, 2009	Requisitions for travel requisitions for travel scheduled to June 30, 2009
July 15, 2009	Reimbursement requests for travel incurred through June 30, 2009

[#]See document entitled Estimated Procurement/Delivery Lead Times for additional information

*Any commodity or service requiring issuance of a bid requires a lead time of at least 60-89 days.

OTHER INFORMATION AND DATES

Date:	Description:
June 30, 2009	Deletion of FY09 requisitions with ‘not approved’ or ‘in progress’ statuses begins <ul style="list-style-type: none"> • Travel requisitions will not be deleted during this process • Project funded requisitions should not be deleted during this process • Prior to this date, departments should use Datatel’s UNRQ report to see if there are any requisitions that need to be completed.
July 1, 2009	FY10 requisition entry may begin. This includes: <ul style="list-style-type: none"> • Requisitions for on-going services, contracted services, etc <i>Each area is responsible for initiating these requisitions in a timely manner (prior to any ordering or payment actions)</i> • Requisitions for copier maintenance and copier lease payments <i>Enter by July 31, 2009. To ensure coverage, requisitions must cover the full expected expense for the upcoming fiscal year, identify the nature of the expense, and include the model #, serial #, estimated # of copies, location of machine, and departmental contact information. A sample maintenance requisition is shown at http://www.lincolnu.edu/Files/purchasing/copier%20maintenance.pdf</i> • Requisitions for blanket purchase orders for FY10 <i>May be entered as needed. Requests should (a) reflect amount needed for entire fiscal year, (b) identify intended use and (c) must not be likely to circumvent bidding requirements.</i>