

## YEAR END PROCEDURES –FEDERAL 2009 FUNDS

### BUDGETED IN FEDERAL FISCAL YEAR ENDING SEPTEMBER 30, 2009

Due date:	Description:
May 15, 2009	Requisitions with a Procurement/Delivery Lead Time <sup>#</sup> : 120 + days
June 12, 2009	Requisitions with a Procurement/Delivery Lead Time: 90 days to 119 days
June 26, 2009	Requisitions with a Procurement/Delivery Lead Time: <b>60 days to 89 days*</b>
July 24, 2009	Requisitions with a Procurement/Delivery Lead Time: 30 days to 59 days
August 14, 2009	Requisitions for <b>external</b> vendors <i>The only exception is for contract vendors providing readily available supply items: Fisher Scientific, OfficeMax, Corporate Express, Grainger</i>
September 4, 2009	<b>All vendor requisitions</b> due to Purchasing <i>Includes campus vendors (Sodexo, Nebraska Book Services) and contract vendors (Fisher Scientific, OfficeMax, Corporate Express, Grainger)</i>
September 18, 2009	Requisitions for <b>travel requisitions</b> for travel scheduled to September 30, 2009
October 15, 2009	<b>Reimbursement requests</b> for travel incurred through September 30, 2009

<sup>#</sup> 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:
October 1, 2009	<p><b>Federal FY10 requisition entry</b> may begin</p> <ul style="list-style-type: none"> <li>• Requisitions for <b>on-going services, contracted services</b>, etc. <i>Each area is responsible for initiating these requisitions in a timely manner (prior to any ordering or payment actions)</i></li> <li>• Requisitions for <b>copier maintenance and copier lease payments</b> <i>Enter by October 15, 2009. To ensure coverage, requisitions must cover the full expected expense for the upcoming federal 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 <a href="http://www.lincolnu.edu/Files/purchasing/copier%20maintenance.pdf">http://www.lincolnu.edu/Files/purchasing/copier%20maintenance.pdf</a></i></li> <li>• Requisitions for <b>blanket purchase orders</b> for FY09 <i>May be entered as needed. Requests should (a) reflect amount needed for entire federal year, (b) identify intended use and (c) must not be likely to circumvent bidding requirements.</i></li> </ul>