

YEAR END PROCEDURES – FISCAL YEAR 12 FUNDS

BUDGETED IN STATE FISCAL YEAR ENDING JUNE 30, 2012

(Delivery/Receipt by June 30, 2012)

Due date:	Description:
February 17, 2012	Requisitions with a Procurement/Delivery Lead Time [#] : 120 + days
March 16, 2012	Requisitions with a Procurement/Delivery Lead Time: 90 days to 119 days
March 30, 2012	Requisitions with a Procurement/Delivery Lead Time: 60 days to 89 days*
April 27, 2012	Requisitions with a Procurement/Delivery Lead Time: 30 days to 59 days
May 18, 2012	Requisitions for external vendors <i>Exception: Readily available contract items from Fisher Scientific, OfficeMax, Staples, Grainger.</i>
June 1, 2012	All requisitions due to Purchasing (in outstanding status)
July 13, 2012	Reimbursement requests due to AP for travel incurred through June 30, 2012

[#] 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 29, 2012	<p>Deletion of FY12 requisitions with ‘not approved’ or ‘in progress’ statuses begins</p> <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 2, 2012 (estimated)	<p>FY13 requisition entry may begin when budgets are available. This includes:</p> <ul style="list-style-type: none"> • Requisitions for on-going services, contracted services, etc • Requisitions for copier maintenance and copier lease payments <i>To ensure uninterrupted coverage, requisitions should be submitted by July 31, 2012, cover the full expected expense for the upcoming fiscal year, identify the nature of the expense, and include all available machine information, including but not limited to: model #, serial #, estimated # of copies, location of machine, service level (gold, silver, etc), and departmental contact information.</i> • Requisitions for blanket purchase orders for FY13 <i>May be entered as needed. Requests should (a) reflect amount needed for entire fiscal year, (b) identify intended use/users and (c) must not be likely to circumvent bidding requirements. For small dollar blanket purchase orders, consider using a purchasing card instead.</i>