# YEAR END PROCEDURES –FEDERAL 2012 FUNDS

## BUDGETED IN FEDERAL FISCAL YEAR ENDING SEPTEMBER 30, 2012

| Due date: | Description: |
|---|---|
| May 18, 2012 | Requisitions with a Procurement/Delivery Lead Time[#]: 120 + days |
| June 15, 2012 | Requisitions with a Procurement/Delivery Lead Time: 90 days to 119 days |
| June 29, 2012 | Requisitions with a Procurement/Delivery Lead Time: **60 days to 89 days*** |
| July 27, 2012 | Requisitions with a Procurement/Delivery Lead Time: 30 days to 59 days |
| August 17, 2012 | Requisitions for **external** vendors<br>*Exception: Readily-available contract items from Fisher Scientific, OfficeMax, Staples, Grainger.* |
| September 7, 2012 | **All requisitions** due to Purchasing (in outstanding status) |
| October 12, 2012 | **Reimbursement requests** due to AP for travel incurred through September 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: |
|---|---|
| October 1, 2012 (estimated) | **Federal FY13 requisition entry** may begin once budgets are available<br>• Requisitions for **on-going services, contracted services**, etc.<br>• Requisitions for **copier maintenance and copier lease payments**<br>*To ensure uninterrupted coverage, requisitions should be submitted by October 15, 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.*<br>• Requisitions for **blanket purchase orders** for FY13<br>*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. For small collar blanket purchase orders, consider using a purchasing card instead.* |