Purchasing, Payment Services, Travel & ProCard Departments

Fiscal Year 2012 Deadlines

In order to assure purchases for Fiscal Year 2012 are made and funds encumbered, and to insure a smooth transition from the current fiscal year to the next, the following deadlines have been established.

**Purchasing**

**March 9, 2012 – Deadline to submit any Requisitions or Scopes of Work for Competitively Bid Purchases in excess of $100,000**
- (Purchases in excess of $100,000 must be competitively bid and receive Board approval)
  
**April 9, 2012 – Deadline to submit any Requisitions for Purchases in excess of $25,000 and no greater than $100,000**
- (The final decision whether to make an acquisition in excess of $25,000 from a consortium contract or by way of a formal solicitation will be at the discretion of the Director of Purchasing. If formal solicitation bid process is deemed, the scope of work will be reviewed to determine if the requisition can be processed by year end. No requisitions in excess of $25,000 or scopes of work for official bid solicitation will be accepted after April 9, 2012.)
- Deadline to submit construction projects with board approval to be bid by ITB

**June 11, 2012 – Deadline and final date to submit Requisition for Purchases of $25,000 or less.**
- (For purchases in excess of $10,000 and no greater than $25,000, MUST have the required three (3) formal written quotes or sole source document attached or reference State or Federal Contract #).
- (For purchases in excess of $2,500 and no greater than $10,000, MUST reference the three (3) required quotes or have sole source document attached or reference State or Federal Contract #).

**Notice:** Requisition must be “DATE STAMPED” in by 5:00 pm on the appropriate date listed above.

**Additional Information:**
No Checks or Purchase Orders will be processed or issued the last week of the fiscal year - June 25, 2012– July 2, 2012

On-line Banner Requisition Access – Inactivated – **Monday, June 11, 2012 @ 5:00 pm**
On-line Banner Requisition Access – Activated – **Thursday, July 5, 2012 @ 7:00 am**
In order to assure Fiscal Year 2012 expenses, directly paid out of Organization budgets, are processed prior to June 29, 2012, and to insure a smooth transition from the current fiscal year to the next, the following deadlines have been established.

### Payment Services

**June 14, 2012** - Deadline for submitting Check Request, Misc. Reimbursements and Invoices for On Campus Services

**Notice:** All related documents must be “DATE STAMPED” in by 5:00 pm on the appropriate date listed above.

**Additional Information:**
No Checks or Purchase Orders will be processed or issued the last week of the fiscal year - **June 25, 2012 – July 5, 2012**

### Travel

**June 7, 2012** – Deadline for submitting “In-State” travel reimbursement.

**Notice:** All related documents must be “DATE STAMPED” in by 5:00 pm on the appropriate date listed above.

**Additional Information:**
Out-of-State Travel reimbursement is not subject to the above deadline.
Out-of-State Travel funds require an encumbrance allowing payment in the subsequent fiscal year.

### Petty Cash

**June 20, 2012** – Final date to request petty cash for fiscal year 2012 purchases

**June 21, 2012** – All petty cash receipts and change due by 4:00 pm

**Notice:** Petty cash purchases made through June 21, 2012 will post to current fiscal year ”12” budget.

**Additional Information:**
Petty cash will not be available **June 22 - June 29, 2012**
# Electronic Transactions

**ProCard Purchases in June**

Month of June: Two (2) statements will be processed.

1. **First statement** will process on the regularly scheduled date, **June 6, 2012**
   (for the period of May 7, 2012 - June 4, 2012)

2. **Second statement** will process on **June 29, 2012**
   (for the period of June 6, 2012 – June 28, 2012)
   This statement will not be routed to departments for changes.
   Keep in mind that ProCard activity is generally not charged until the product is shipped.
   ProCard expenses posted to your statement June 6th thru June 28th will be charged to the card default organization &
   account number unless you have made your reallocations online in PaymentNet prior to June 28th, for fiscal year “12”.
   Refer to ProCard Year End Memo*

**Additional Information:**
*ProCard “Year End” Memo will be provided to all ProCard holders on or before May 11th, 2012 and will also be posted to the Administration & Finance Webpage under Process Services/ProCard Administration/Newsletter.

ProCard charges posted to credit card statement as of June 28th, 2012, will post to current fiscal year “12” Budget.
Transactions will be posted in Banner by 12:00 pm June 29th, 2012.

Beginning June 29th all charges will post against fiscal year “13” budgets.

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**Deadline for Prior Fiscal Year “11” Funds**

May 25, 2012 – Final date to submit invoices and travel reimbursements against prior fiscal year “11” (encumbered) funds.

June 7, 2012 – All prior fiscal year “11” (encumbered) funds WILL BE CANCELLED AND CLOSED OUT.

**Additional Information:**
Example of prior fiscal year “11” encumbered fund documents:
  - Purchase Order # (P11---------)
  - General Encumbrance # (E11"-----------)