



MEMORANDUM

TO: ALL FACULTY AND STAFF

FROM: Anthony A. Owens, Director of Procurement & Materials Management
Reed Stoddard, Asst Director Purchasing

DATE: April 15, 2011

RE: FY 2011 END OF YEAR PURCHASES

As the fiscal year winds down, purchasing receives an increasing quantity of requisitions with long lead times. Please send your large requisitions now. Do not wait to requisition. The Purchasing Department requires a reasonable amount of time for the procurement process of bid, evaluations, encumbrance, order shipment and ACC receipt.

Requisitions and supporting documents must be RECEIVED in Purchasing by:

Requisitions for Furniture & Capital Equipment:	June 3, 2011
Requisitions for services and equipment with Formal Bids:	June 17, 2011
Requisitions for orders under \$10,000:	July 18, 2011
Requisitions for annual Prepays:	August 26, 2011
Office Depot Online Orders:	August 26, 2011

(The above apply to all fund accounts that begin with "10" or "20")

FY2011 BUDGETS WILL NOT ROLLOVER INTO FY2012 BUDGETS.

TO BE PAID WITH FY11 FUNDS, ALL GOODS AND/OR SERVICES MUST BE DELIVERED AND RECEIVED ON OR BEFORE AUGUST 31, 2011.

- Adherence to the above schedule will allow for your requisition to be processed promptly, allow enough time to receive the goods/services before the end of the fiscal year and allow payment to be made from FY11 funds.
- NON-ADHERENCE to the above time schedule by any budget authority indicates their approval to charge the purchase(s) against the FY12 budget.

If you have any questions, please call the Purchasing Department at 223-1300.