



## MEMORANDUM

**TO:** All Faculty and Staff

**FROM:** Jennifer Adling, Director of Purchasing and Contracting  
Interim Director of Payment Services

**SUBJECT:** Procurement Services Year-End Deadlines

**DATE:** April 15, 2011

Procurement Services has established the following deadlines for processing transactions against current fiscal year (FY11) funds and establishing purchase orders for the start of FY12:

### **PURCHASING AND CONTRACTING (P&C) DEADLINES:**

#### **FY 11 Funds**

##### Bid/RFP transactions (above \$25,000 and not on contract, exempt, or sole source):

Requisitions to be processed against **FY11 funds**, which require P&C to obtain bids/request for proposals prior to the end of the fiscal year, must be received by P&C no later than 5:00 p.m. on **June 24, 2011**.

##### Informal bid transactions (greater than \$5,000 and less than \$25,000):

Requisitions in which proper quotes have been obtained by the department and need to be processed against **FY11 funds** must be received in P&C no later than 5:00 p.m. on **August 12, 2011**.

##### Transactions on State contracts (Texas SmartBuy or TxMas):

State contract transactions using **FY11 funds** must be placed with the vendor no later than **5:00 p.m. on July 29, 2011**. This includes Texas SmartBuy and TxMas.

##### Transactions not requiring bids/RFP's/quotes:

All other transactions, including exempt, proprietary or contracts, using **FY11 funds** must be submitted to no later than **5:00 p.m. on August 26, 2011**.

##### Construction for FY2011:

Construction requisitions processed through P&C requiring bids/proposals and needing encumbrance prior to the end of FY 11 must be submitted by **5:00 P.M. on July 22, 2011**. Professional Services (architects, engineers, etc.) and Job Order contracts needing encumbrance prior to the end of FY 11 must be submitted by **5:00 P.M. on August 12, 2010**.

### **FY 12 Funds**

#### Leases/rentals for equipment, maintenance contracts, and services:

Leases/rentals, maintenance contracts, and services are **not** automatically renewed at the end of the fiscal year. All requisitions for these services, which begin on September 1, 2011, should be received in P&C no later than **5:00 P.M. on July 31, 2011**. If you are not renewing an equipment lease, email [techbuy.purchasing@ttu.edu](mailto:techbuy.purchasing@ttu.edu) for assistance as soon as possible. Many agreements require at least a thirty-day notice in order to cancel services. **Enter the accounting date of "9/1/2011" on the requisition to enable the workflow for FY 12 transactions.**

#### Bid/RFP transactions (above \$25,000 and not on contract, exempt, or sole source):

Requisitions to be processed against **FY12 funds** with a payment due immediately after the start of the fiscal year or in which the contract/service will start on September 1, 2011 and require P&C to obtain bids/RFP's (greater than \$25,000), must be received by P&C no later than 5:00 p.m. on July 15, 2011 to ensure sufficient time for the required bidding/proposal process. **Enter the accounting date of "9/1/2011" on the requisition to enable the workflow for FY 12 transactions.**

#### Transactions not requiring bids/RFP's/quotes:

Requisitions to be processed against **FY12 funds (less than \$25,000 or exempt, sole source, or on contract)** may be submitted to P&C prior to September 1, 2011 for purchases to be delivered and invoiced on or after September 1, 2011. **Enter the accounting date of "9/1/2011" on the requisition to enable the workflow for FY 12 transactions.**

### **PROCUREMENT CARD:**

Purchases against the PCard posted on or before **August 19, 2011** (posted by either J P Morgan Chase or Citibank and listed on your 8/19/2011 cardholder statement or expense report) will be charged against **FY11 funds**. Any transaction **not** listed on this statement (period ending 8/19/2011) will be processed against **FY12 funds**. Reconciliations and supporting documentation for the August 19, 2011 statement are due to the Procurement Card Office by August 29, 2011.

### **PAYMENT SERVICES DEADLINES:**

Invoices may be processed against **FY11 funds** until 5:00 p.m. on **Wednesday, September 10, 2011**. Any invoice paid after that date, will be paid on FY 12 funds. If an encumbrance was created for the payment in FY 11, that encumbrance and the associated budget will roll forward to FY 12.

### **Consumables:**

By State policy, consumables must be charged to the fiscal year in which the delivery of the consumable occurred and can reasonably be expected to be consumed.

### **Services:**

By State policy, services must be charged to the fiscal year in which the services are rendered. If the services are rendered in multiple fiscal years, then the appropriate portion shall be allocated to each fiscal year.

**Direct pay:**

Direct Pay transactions to be processed against **FY11 funds** must be entered into the Direct Pay system by **5:00 pm on Wednesday, August 31, 2011**. Documentation paperwork for FY11 transactions must be received by Payment Services (MS 1094 or Room 347 Drane Hall) no later than **5:00 P.M. on Friday, September 2, 2011**. For paperwork submitted after Friday, September 2, 2011, the expenditure will be processed to FY12 funds.

**TRAVEL SERVICES (TRAVEL VOUCHERS):**

Travel Applications to be processed against **FY11 funds** must be entered into the online travel system by **4:30 P.M. on Wednesday, August 31, 2011**. Applications not entered by the deadline will be encumbered on **FY12 funds**.

In order to ensure that travel expenses are processed against the correct fiscal year funding, we require that travel vouchers be submitted online and documents sent to Travel Services (MS 1094 or Drane Hall Room 347) within five working days after the traveler's return to home office, or no later than **5:00 P.M. on Thursday, September 1, 2011**. Vouchers submitted after September 1, 2011 for amounts exceeding what was originally encumbered on the travel application will be processed against **FY12 funds**.