MEMORANDUM

TO: All Faculty and Staff

FROM: Jennifer Adling, Director of Procurement Services

SUBJECT: Procurement Services Year-End Deadlines

DATE: April 18, 2012

Procurement Services has established the following deadlines for processing transactions against current fiscal year (FY12) funds and establishing purchase orders for the start of FY13.

PURCHASING AND CONTRACTING (P&C):

FY 12 Funds

Bid/RFP transactions (above $25,000 and not on contract, exempt purchase, or sole source):
Requisitions to be processed against FY12 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 29, 2012.

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 FY12 funds must be received in P&C no later than 5:00 p.m. on August 10, 2012.

Transactions on State contracts (Texas SmartBuy or TxMas):
State contract transactions using FY12 funds must be received by the P&C office no later than 5:00 p.m. on July 27, 2012. This includes Texas SmartBuy and TxMas.

Transactions not requiring bids/RFP’s/quotes:
All other transactions, including exempt, proprietary or contracts, using FY12 funds must be submitted to P&C no later than 5:00 p.m. on August 24, 2012.

Punchout and hosted catalog transactions:
Transactions on hosted and punchout catalogs must be placed in time to be ordered and received by August 31, 2012 in order to be allowed on FY12 funds.

Construction for FY2012:
Construction requisitions processed through P&C requiring bids/proposals and needing encumbrance prior to the end of FY 12 must be submitted by 5:00 P.M. on July 20, 2012. Professional Services (architects, engineers, etc.) and Job Order contracts needing encumbrance prior to the end of FY 12 must be submitted by 5:00 p.m. on August 10, 2012.
FY 13 Funds

Enter the accounting date of “9/1/2012” on the requisition to enable the workflow for FY 13 transactions.

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 13, 2012. This includes all copier machines. If you are not renewing an equipment lease, email techbuy.purchasing@ttu.edu for assistance as soon as possible. Many agreements require at least a thirty-day notice in order to cancel services.

Bid/RFP transactions (above $25,000 and not on contract, exempt purchase, or sole source):
Requisitions to be processed against FY13 funds with a payment due immediately after the start of the fiscal year or in which the contract/service will start on September 1, 2012 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 6, 2012 to ensure sufficient time for the required bidding/proposal process.

General requisitions (transactions not requiring bids/RFP’s/quotes):
Requisitions to be processed against FY13 funds (less than $25,000 or exempt, sole source, or on contract) may be submitted to P&C prior to August 27, 2012. These purchases must be received and invoiced after September 1, 2012.

PROCUREMENT CARD:

Purchases against the PCard posted on or before August 17, 2012 (posted by Citibank and listed on your 8/17/2012 cardholder statement or expense report) will be charged against FY12 funds. Any transaction not listed on this statement (period ending 8/17/2012) will be processed against FY13 funds. Reconciliations and supporting documentation for the August 17, 2012 statement are due to the Procurement Card Office by August 27, 2012.

PAYMENT SERVICES:

Invoices may be processed against FY12 funds until 5:00 p.m. on Monday, September 10, 2012. Please submit any invoice needing to be paid in FY12 by Thursday, September 6, 2012. Also, if receiving is needed on your invoice, you must have receiving entered into Techbuy by Thursday, September 6, 2012 for an invoice to be paid in FY12. Any invoice paid after that date, will be paid on FY13 funds (no exceptions). If an encumbrance was created for the payment in FY12, that encumbrance and the associated budget will roll forward to FY13.

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 FY12 funds must be entered into the Direct Pay system by 5:00 p.m. on Thursday, August 30, 2012. Documentation paperwork for FY12 transactions must be received by Payment Services (MS 1094 or Room 347 Drane Hall) no later than 5:00 p.m. on Tuesday, September 4, 2012. For paperwork submitted after Tuesday, September 4, 2012, the expenditure will be processed to FY13 funds.

**COMDATA FUEL CARD:**

All purchases made on the Comdata Fuel Cards during the month of July will be charged to FY12 funds, however any charges made during August will be charged to FY13 funds.

**EXECUTIVE CREDIT CARD:**

All purchases made in July on the Executive Credit Card will be charged to FY12 funds as long as the Credit Card Charge Documentation Form is received by September 5, 2012. Any Credit Card Charge Documentation Forms received after September 5, 2012 will be charged to FY13 funds.

**TRAVEL SERVICES (TRAVEL VOUCHERS):**

Travel Applications to be processed against FY12 funds must be entered into the online travel system by 4:30 p.m. on Friday, August 31, 2012. Applications not entered by the deadline will be encumbered on FY13 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 Tuesday, September 4, 2012. Vouchers submitted after September 4, 2012 for amounts exceeding what was originally encumbered on the travel application will be processed against FY13 funds.

**FOR RESTRICTED RESEARCH EXPENDITURES (RRE):**

For any RRE transaction, please contact techbuy.purchasing@ttu.edu in order to expedite the transaction.

If the transaction qualifies as being on contract or sole source, a requisition can be submitted up until August 29, 2012 (as long as the goods or services can be delivered by August 31, 2012 – some of our contract vendors deliver next day); however, it is recommended that you ensure ample time to receive the goods by August 31, 2012.

For PCard transactions, the transactions must post by August 17, 2012. In order for a transaction to post by that date, it is recommended that the transaction occur by August 13, 2012.

For invoices, as long as the encumbrance is made (PO complete) and the goods or services are received by August 31, 2012, we can accept invoices on FY12 until 5 p.m. on September 7, 2012. Please email accounts.payable@ttu.edu and identify the payment as an RRE transaction for expediting.