



TEXAS TECH UNIVERSITY
Procurement Services™

MEMORANDUM

TO: All Faculty and Staff
FROM: Jennifer Adling, Director of Procurement Services
SUBJECT: Procurement Services Year-End Deadlines for TTU & TTU System
DATE: March 23, 2016

Procurement Services has established the following deadlines for processing transactions against current fiscal year FY16 funds and establishing purchase orders/contracts/payments/travel applications for the start of FY17.

The fiscal year roll will take place September 10-12, 2016. Banner will be unavailable during this time meaning purchase orders cannot be created and invoices and travel transactions cannot be processed.

Purchases:

FY 16	30,000 or above (formal procurements)	Wednesday, June 1, 2016
FY 16	\$10,000-\$30,000	Friday, August 5, 2016
FY 16	Less than \$10,000 or greater than \$30,000 not requiring competitive procurement	Wednesday, August 19, 2016
FY 17	Copiers and Equipment	Monday, July 11, 2016
FY 17	\$30,000 or above (formal procurement)	Friday, June 17, 2016*
FY 17	Less than \$30,000 or greater than \$30,000 not requiring competitive procurement	Friday, August 12, 2016*

*Only applies to those purchases that must be in place September 1st. If there purchase requires a contract for review and signature, please submit the purchase in accordance with the contract deadlines.

Contracts:

To be in effect prior to September 1, the contract must be submitted by August 5, 2016.

Procurement Card:

FY 16	Friday August 12, 2016
FY 17	After August 12, 2016

Invoices:

FY 16	Invoice and receipt	by September 2, 2016
FY 17	Invoice and receipt	after September 2, 2016
FY 16	Direct payments	by August 26, 2016
FY 17	Direct payments	after August 26, 2016

Voyager Fleet Card:

FY 16		prior to July 25, 2016
FY 17		after July 25, 2016

Travel:

FY 16	Travel Voucher	prior to September 1, 2016
FY 17	Travel Voucher	after September 1, 2016

PURCHASING:

FY 16 Funds

Procurement transactions (above \$30,000 and not on cooperative, state, or federal contract) requiring procurement prior to the end of the fiscal year, must be received by the Purchasing Office no later than 5:00 p.m. on **June 1, 2016**.

Informal procurement transactions (greater than \$10,000 and less than \$30,000):

Requisitions in which proper quotes have been obtained by the department and require processing against **FY15 funds** must be received by the Purchasing Office no later than 5:00 p.m. on **August 5, 2016**. **For informal quotes, the department must obtain quotes from at least two (2) HUB vendors.**

Transactions on State contracts (Texas SmartBuy or TxMas):

State contract transactions using **FY16 funds** must be received by the Purchasing office no later than **5:00 p.m. on May 20, 2016 (the Comptroller's deadline is June 1)**.

Transactions not requiring competitive solicitations or quotes:

All other transactions, including exempt, proprietary purchases, cooperative contracts, punchouts, and hosted catalogs, using **FY16 funds** must be submitted to Purchasing no later than **5:00 p.m. on August 19, 2016**. All goods or services must be received by August 31st in order to utilize FY 16 funds.

Construction for FY2016:

Construction requisitions processed through the Purchasing Office requiring competitive solicitations and encumbrance prior to the end of FY 16 must be submitted by **5:00 P.M. on June 1, 2016**. Job Order contracts requiring processing and encumbrance prior to the end of FY 16 must be submitted by **5:00 p.m. on August 5, 2016**.

FY 17 Funds

TechBuy will open on May 1, 2016 for FY 2017 orders. You must enter the accounting date of "9/1/2016" on the requisition to enable the workflow for FY 17 transactions. Failure to do so will result in the transaction being encumbered on FY 16 funds. This is an automated process.

Leases/rentals of equipment, maintenance contracts, and annual service contracts:

Leases/rentals, maintenance contracts, and annual service contracts are **not** automatically renewed at the

end of the fiscal year. All requisitions and contracts for these transactions, which begin on September 1, 2016, must be submitted in Techbuy with the contract and contract routing sheet attached no later than **5:00 p.m. on July 15, 2015**. *This includes all copier renewals*. If you are not renewing a lease/rentals of equipment, maintenance contracts, and annual service contracts, you must email techbuy.purchasing@ttu.edu for assistance by May 1, 2016. Many contracts require at least a thirty-day written notice in order to cancel the contract.

Formal Solicitations (procurements greater than \$30,000 and not on cooperative contract, exempt purchase, or sole source):

Requisitions to be processed against **FY17 funds** with a payment due immediately after the start of the fiscal year or in which the contract/services/receipt of goods will start on September 1, 2016 and that require the Purchasing Office to issue formal solicitations (greater than \$30,000), must be received by the Purchasing Office no later than 5:00 p.m. on June 17, 2016 to ensure sufficient time for the required solicitation process.

General requisitions (transactions not requiring formal solicitations or quotes):

Requisitions to be processed against **FY17 funds (less than \$30,000 or exempt, sole source, or on a cooperative contract)** may be submitted to the Purchasing Office prior to August 12, 2016. goods or services may not be received prior to September 1, 2016 and must be invoices after that date.

CONTRACTS:

Departments should be aware that the volume of contracts requiring review will be much greater prior to and after the fiscal year start. Contracts greater than \$100,000 require General Counsel review and should be given five weeks to review and fully execute. If a contract is due prior to September 1, 2016, it must be delivered to the Contracting Office prior to August 1, 2016. If the contract requires an expenditure, it must be submitted in TechBuy as an attachment to the requisition along with the signed contract routing sheet.

PROCUREMENT CARD:

Procurements made on a PCard posted on or before **August 12, 2016** (posted by Citibank and listed on your 8/12/2016 cardholder statement or expense report) will be charged against **FY16 funds**. Any transaction **not** listed on this statement (period ending 8/12/2016) will be processed against **FY17 funds**. Reconciliations and supporting documentation for the August 12, 2016 statement (FY 16) are due to the PCard Office by August 26, 2016.

PAYMENT SERVICES:

Invoices may be processed against **FY16 funds** until 4:00 p.m. on **Friday, September 9, 2016**. Please submit any invoice needing to be paid in **FY16** by **Friday, September 2, 2016**. Also, if receiving is required on your invoice, you must have receiving entered into Techbuy by **Friday, September 2, 2016** for an invoice to be paid in **FY16**. Any invoice paid after that date, will be paid on FY17 funds. If an encumbrance was created for the payment in FY 16, that encumbrance and the associated budget will roll forward to FY17. Procurement Services will work with departments to close remaining encumbrances upon the receipt of final invoices.

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. (Paper, pencils, staples, envelopes, etc).

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. In this case, a new requisition would be required for services in FY 17.

Direct Pay:

Direct Pay transactions to be processed against **FY16 funds** must be entered in TechBuy on the Direct Pay form by **5:00 p.m. on Friday, August 26, 2016**. Documentation paperwork for FY16 transactions must be received by Payment Services (MS 1094 or Room 347 Drane Hall) no later than **5:00 p.m. on Thursday, September 1, 2016**. For paperwork submitted after Thursday, September 1, 2016, the expenditure will be processed to FY17 funds.

VOYAGER FLEET CARD:

All procurements made on the Voyager Fleet Card before **July 25, 2016** will be charged to **FY16** funds. Any charges made after **July 25, 2016** will be charged to **FY17** funds.

EXECUTIVE CREDIT CARD:

All procurements made in July on the Executive Credit Card will be charged to **FY16** funds as long as the Credit Card Charge Documentation Form is received **by September 2, 2016**. Any Credit Card Charge Documentation Forms received after 5:00 P.M. **September 2, 2016** will be charged to **FY17** funds.

TRAVEL SERVICES (TRAVEL VOUCHERS):

Travel Applications to be processed against **FY16 funds** must be entered into the online travel system by **4:30 p.m. on September 1, 2016**. Applications not entered by the deadline will be encumbered on **FY17 funds**.

In order to ensure that travel expenses are processed against the correct fiscal year funding, we require that travel vouchers be submitted online within *five working days* after the traveler's return to home office, or no later than **5:00 p.m. September 1, 2016**. Vouchers submitted after **September 1, 2016** for amounts exceeding what was originally encumbered on the travel application will be processed against **FY17 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, exempt procurement, or sole source, a **requisition** can be submitted up until **August 26, 2016** (*as long as the goods or services can be delivered by August 31, 2016– some of our contract vendors deliver next day*); however, it is recommended that you time to receive the goods by **August 31, 2016 and submit requisitions prior to August 19, 2016**.

For **PCard transactions**, the transactions must post by August 12, 2016. In order for a transaction to post by that date, it is recommended that the transaction occur by August 12, 2016 as some vendors delay postings.

For **invoices**, as long as the encumbrance is completed and the goods or services are received by **August 31, 2016**, we can accept invoices on **FY16 funds** until 5 p.m. on **September 6, 2016**. Please email payment.services@ttu.edu and identify the payment as an RRE transaction for expediting.