



TEXAS TECH UNIVERSITY

Procurement Services™

End of Fiscal Year Deadlines 2018

Procurement Services has established the following deadlines for processing transactions against current FY18 funds and establishing purchase orders/contracts/payments/travel applications for the start of FY19. Procurement Services establishes these deadlines to enable our staff to manage the increased year-end workload. We ask that departments adhere to the deadlines to the best of their ability. Procurement Services will make efforts to accommodate deadline exceptions when possible but they cannot be guaranteed. When additional reviews or approvals are required, deadline flexibility is diminished.

TechBuy will open on June 1, 2018 for FY 19 orders. You must enter the accounting date of “9/1/2018” on the requisition to enable the workflow for FY 19 transactions. Failure to do so will result in the transaction being encumbered on FY 18 funds. This is an automated TechBuy process.

Purchasing FY 18 funds	\$40,000 or above	Purchases that require formal procurement; not on contract	Friday, June 8, 2018
Purchasing FY 18 funds	\$15,000-\$40,000	Purchases that require three quotes (informal procurement)	Friday, August 3, 2018
Purchasing FY 18 funds	Less than \$15,000	Purchases not requiring formal or informal procurement	Wednesday, August 15, 2018
Purchasing FY 18 funds	All dollar amounts	Sole source, exempt, cooperative, and TTU contract purchases	Wednesday, August 15, 2018
Purchasing FY 18 funds	All dollar amounts	Purchases for all vehicles	Wednesday, August 1, 2018
Purchasing FY 18 funds on Texas SmartBuy contracts	All dollar amounts	The Comptroller’s deadline is August 31, 2018.	Wednesday August 15, 2018
Purchasing FY 18 funds that must be in place prior to September 1.	\$40,000 or above	Purchases that require formal procurement; not on contract	Friday, June 8, 2018
Purchasing FY 18 funds that must be in place prior to September 1.	\$15,000-\$40,000	Purchases that require three quotes (informal procurement)	Friday, August 3, 2018
Purchasing FY 18 funds that must be in place prior to September 1.	Less than \$15,000	Purchases not requiring formal or informal procurement	Wednesday, August 15, 2018
Purchasing FY 18 funds that must be in place prior to September 1.	All dollar amounts	Sole source, exempt, cooperative, State contract, and TTU contract purchases	Wednesday, August 15, 2018
Copiers and other leased/rented equipment FY 18 funds	All dollar amounts	Includes copiers, equipment, and annual service contracts. Some equipment may require a 30-day termination notice. Copiers cannot be cancelled per the master agreement.	Monday, July 9, 2018
Contracts for FY 18 expenditures/revenue	Less than \$100,000		Monday, July 16, 2018

Contracts for FY 18 expenditures/revenue	Greater than \$100,000		Wednesday, June 27, 2018
Contracts for FY 19 expenditures/revenue	Less than \$100,000		Monday, July 30, 2018
Contracts for FY 19 expenditures/revenue	Greater than \$100,000		Thursday, July 5, 2018
Construction on FY 18 funds	All transactions	Not including Job Order contracts	Friday, June 1, 2018
Job Order Construction on FY 18 funds	All transactions		Monday, July 30, 2018
Procurement card FY 18 expenditures	All pcard transactions	Transactions posted on or before 8/10/18 (posted by Citibank and listed on your 8/10/18 statement) will be charged against FY18 funds .	Friday August 10, 2018
Procurement card FY 19 expenditures	All pcard transactions	Transactions posted on or after 8/10/18 (posted by Citibank and listed on your 9/03/18 statement) will be charged against FY19 funds .	After Friday August 10, 2018
Invoices FY 18 expenditures	All invoice amounts	Receiving must be completed by 9/1/18	by September 1, 2018
Invoices FY 19 expenditures	All invoice amounts	Receiving must be completed in accordance with TTU policy.	After September 1, 2018
Direct payments FY 18 expenditures	All invoice amounts	Documentation for FY18 transactions must be received by Payment Services no later than 5:00 p.m. on Thursday, August 31, 2018 .	by August 28, 2018
Direct payments FY 19 expenditures	All invoice amounts	The expenditure will be processed to FY19 funds when the documentation is received after 8/31/18.	After August 28, 2018
Voyager Fleet Card FY 18 expenditures	All card transactions	Charges made on the Voyager Fleet Card before 7/24/18 will be charged to FY18 funds.	By July 23, 2018
Voyager Fleet Card FY 19 expenditures	All card transactions	Charges made on the Voyager Fleet Card after 7/24/18 will be charged to FY19 funds.	After July 23, 2018
Travel reimbursements FY 18 funds	All transactions	Travel Applications to be processed against FY18 funds must be entered into the online travel system by 4:30 p.m. on September 1, 2018 . 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, 2018 .	prior to September 1, 2018
Travel reimbursements FY 19 funds	All transactions	Vouchers submitted after September 1, 2018 for amounts exceeding what was originally encumbered on the travel application will be processed against FY19 funds .	after September 1, 2018

***All goods or services must be received by August 31st in order to utilize FY 18 appropriated funds.**