MEMORANDUM

TO: All Faculty and Staff

FROM: Jennifer Adling, Director of Purchasing and Contracting
       Debra Crowder, Director of Payment & Travel Services

SUBJECT: Procurement Services Year-End Deadlines

DATE: May 7, 2010

PLEASE SEE END OF MEMO FOR SPECIAL DEADLINES RELATING TO PROGRAM CODE 200 TRANSACTIONS!

PURCHASING AND CONTRACTING (P&C) DEADLINES:

FY 10 Funds

Bid/RFP transactions (above $25,000 and not on contract, exempt, or sole source):
Requisitions to be processed against FY10 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 **June 25, 2010**.

Informal bid transactions (greater than $5,000 and less than $25,000):
Requisitions in which proper bids/proposals have been obtained (by quotes) and need to be processed against
FY10 funds must be received in P&C no later than **August 13, 2010**.

Non-biddable transactions (less than $5,000 – single transaction or cumulative over fiscal year):
All hosted catalog or non-catalog orders less than $5,000 using FY10 funds must be placed with the vendor no
later than **5:00 p.m. CDST, August 27, 2010**. These transactions will include orders above $5,000 that are
exempt or on contract.

Punchout orders on ghost cards (Office Max, SHI, CDWG, MSC, GovConnection, CDWG, IDT, Invitrogen,
Perkin Elmer, and Sigma Aldrich):
Online purchases to a punchout vendor paid by ghost card, should be processed by **5:00 P.M. CDST August 6,
2010** to ensure that the charges will be posted to FY10 funds. Only the charges actually processed, shipped,
and invoiced (no backorders) by **August 27, 2010** will be processed against FY10 funds.

Construction for FY2010:
Construction requisitions processed through P&C requiring bids/proposals and needing encumbrance prior to
the end of FY 10 must be submitted by **5:00 P.M. CDST, July 23, 2010**. Professional Services (architects,
engineers, etc.) and Job Order contracts needing encumbrance prior to the end of FY 10 must be sent by **5:00
P.M. CDST, August 13, 2010**.
**FY 11 Funds**

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

Requisitions to be processed against **FY11 funds** with a payment due immediately after the start of the fiscal year or in which the contract/service will start on September 1, 2010 and require P&C to obtain bids/RFP’s (greater than $25,000), must be received by P&C no later than **July 2, 2010** to ensure sufficient time for the required bidding/proposal process.

**Non-biddable transactions, exempt or sole source transactions:**

Requisitions to be processed against **FY11 funds** (less than $25,000 or exempt from procurement) should be submitted to P&C by **August 6, 2010** for purchases to be delivered and invoiced on or after September 1, 2010.

**Punchout orders on ghost cards for FY 2011:**

Punchout and Hosted Catalog orders submitted after any deadlines listed herein will be billed to FY 2011.

**Leases/rentals for equipment, maintenance contracts, and services (FY11):**

Leases/rentals, maintenance contracts, and services are **not** automatically renewed at the end of the fiscal year. All requisitions for these services, which must begin on September 1, 2010, should be received in Purchasing and Contracting no later than **5:00 P.M. CDST, July 16, 2010** to ensure sufficient time for the required bidding process, if required. If you are not renewing for FY 2011, please email techbuy.purchasing@ttu.edu for assistance as soon as possible. Many agreements require at least a thirty-day notice in order to cancel. **Guidelines will be provided for copier renewals.**

**PAYMENT & TRAVEL SERVICES DEADLINES:**

**Procurement card:**

Purchases against the Procurement Card posted on or before August 20, 2010 (posted by J P Morgan Chase and listed on your 8/20/2010 Individual Account Statement) will be charged against **FY10 funds**. Any transaction **not** listed on this statement (period ending 8/20/2010) will be processed against **FY11 funds**.

**Direct pay:**

Direct Pay transactions to be processed against **FY10 funds** must be entered into the Direct Pay system by **5:00 pm CDST on Tuesday, August 31, 2010**. Documentation paperwork for FY10 transactions must be received by Accounts Payable (MS 1107) no later than **5:00 P.M. CDST, Friday, September 3, 2010**.

**Travel services (travel applications/vouchers):**

Travel Applications to be processed against **FY10 funds** must be entered into the online travel system by **4:30 P.M. CDST on Tuesday, August 31, 2010**. Applications not entered by the deadline will be encumbered on **FY11 funds**.

In order to ensure that travel expenses are processed against the correct fiscal year funding, travel vouchers must be submitted online and documents sent to Travel Services (MS 1107) within five working days after the traveler’s return to office, or no later than **5:00 P.M. CDST on Wednesday, September 1, 2010**. Because of the volume of submissions at the end of the fiscal year, we cannot guarantee that vouchers submitted after September 1 for amounts exceeding what was originally encumbered on the travel application will be processed against **FY10 funds**.
**200 PROGRAM CODE DEADLINES:**

Requisitions requiring bids/RFP’s, follow the guidelines listed above.

For punchouts on ghost cards, follow the guidelines above.

For non-biddable transactions, submit the transactions by August 6, 2010. This will allow sufficient time to get an invoice in for payment.

Pcard purchases – for 200 program codes only, no transactions after the July 5 statement. This means any purchase must be posted to JPM Chase individual statements on or before July 5, 2010.

For travel expenditures, follow the guidelines listed above.

** Remember to qualify as a restricted research expenditure for FY 2010, it must be encumbered and PAID by August 31, 2010 for the University to receive credit.