



End of Fiscal Year (“FY”) Deadlines 2022

Procurement Services has established the following deadlines for processing transactions against current FY 22 funds and establishing purchase orders/contracts/payments/travel applications for the start of FY 23. 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 impacted.

FY 23 TRANSACTIONS WILL ONLY BE PROCESSED WHEN THE **FUNDS ARE AVAILABLE**. IT IS THE DEPARTMENT’S RESPONSIBILITY TO ENSURE FUNDS ARE AVAILABLE, THE TRANSACTION IS PERMISSIBLE ON THE FUND TYPE, AND THAT THE BUDGET IS PROPERLY ESTABLISHED IN THE ACCOUNT POOLS.

TechBuy will open on April 1, 2022 for FY 23 orders. You must enter the accounting date of “9/1/2022” on the requisition to enable the workflow for FY 23 transactions. Failure to do so will result in the transaction being encumbered on FY 22 funds. This is an automated TechBuy process.

Effective 4/1/2022, TTU is increasing the formal procurement threshold from \$50,000 to \$100,000.

Please refer to [Operating Policy and Procedure 72.09](#) for guidance.

Purchasing FY 22 funds	\$100,000.01 or above	Purchases that require formal procurement; not on contract	Friday, May 6, 2022
Purchasing FY 22 funds	\$15,000-\$100,000	Purchases that require three quotes (informal procurement)	Friday, July 29, 2022
Purchasing FY 22 funds	Less than \$15,000	Purchases not requiring formal or informal procurement	Friday, August 12, 2022
Purchasing FY 22 funds	All dollar amounts	Sole source, exempt, cooperative, and TTU contract purchases	Friday, August 12, 2022
Purchasing FY 22 funds on Texas SmartBuy contracts	All dollar amounts	Purchases that are processed through Texas SmartBuy	Friday August 12, 2022
Purchasing FY 23 funds that must be in place prior to September 1.	\$100,000.01 or above	Purchases that require formal procurement; not on contract	Friday, May 6, 2022
Purchasing FY 23 funds that must be in place prior to September 1.	\$15,000-\$100,000	Purchases that require three quotes (informal procurement)	Friday, July 29, 2022
Purchasing FY 23 funds that must be in place prior to September 1.	Less than \$15,000	Purchases not requiring formal or informal procurement	Friday, August 12, 2022
Purchasing FY 23 funds that must be in place prior to September 1.	All dollar amounts	Sole source, exempt, cooperative, State contract, and TTU contract purchases	Friday, August 12, 2022
Copiers and other leased/rented equipment FY 23 funds	All dollar amounts	Includes copiers, equipment, and annual service contracts. Some equipment may require a 30-day termination notice. Copiers cannot be cancelled during the term.	Friday, July 8, 2022



Contracts for FY 22 expenditures/revenue	Less than \$250,000		Monday, July 11, 2022
Contracts for FY 22 expenditures/revenue	\$250,000 or greater	These contracts require review and approval by the Office of General Counsel and may require additional reviews.	Friday, June 24, 2022
Contracts for FY 23 expenditures/revenue	Less than \$250,000	<i>*For contracts to be effective 9/01/2022</i>	Monday, July 25, 2022
Contracts for FY 23 expenditures/revenue	\$250,000 or greater	<i>*For contracts to be effective 9/01/2022</i> These contracts require review and approval by the Office of General Counsel and may require additional reviews.	Friday, July 1, 2022
Construction on FY 22 Funds	All transactions	Not including Job Order contracts	Friday, June 3, 2022
Job Order Construction on FY 22 funds	All transactions		Monday, July 25, 2022
Procurement card (PCard) FY 22 expenditures	All pcard transactions	Transactions posted on or before 8/22/2022 (posted by Citibank and listed on your eWallet in Chrome River) will need to be submitted by the end of day 8/22/2022 in order to charge to FY22 funds	Monday August 22, 2022
Procurement card FY 23 expenditures	All pcard transactions	Any transactions posted on or after 8/23/2022 and expense reports submitted on or after 8/23/2022 will be charged against FY23 funds	After August 23, 2022
Invoices FY 22 expenditures	All invoice amounts	Receiving must be completed by 8/31/22 for payment to be posted to the current fiscal year when a required invoice is present	by August 31, 2022
Invoices FY 22 expenditures on funds starting with 21, 22, & 23.	All invoice amounts	Receiving must be completed by 8/31/22 for payment to be posted to the current fiscal year by September 6, 2022, when a required invoice is submitted.	by August 31, 2022
Invoices FY 23 expenditures	All invoice amounts	Receiving must be completed in accordance with TTU policy when a required invoice is submitted.	After September 1, 2022
Direct payments FY 22 expenditures	All invoice amounts	Documentation for FY22 transactions must be received by Payment Strategies no later than 5:00 p.m. on Friday, August 26, 2022.	by August 26, 2022
Direct payments FY 23 expenditures	All invoice amounts	The expenditure will be processed to FY23 funds when the documentation is received after 8/31/22 and when funds are available in the FOP.	After August 26, 2022
Voyager Fleet Card FY 22 expenditures	All card transactions	Charges made on the Voyager Fleet Card before July 22, 2022 will be charged to FY22 funds.	By July 22, 2022



Travel reimbursements FY 22 funds	All transactions	Travel Applications to be processed against FY22 funds must be entered into the online travel system by 4:30 p.m. on August 26, 2022. In order to ensure that travel expenses are processed against the correct fiscal year funding, we require that domestic travel vouchers be submitted online within five (5) working days after the traveler's return to home office, or no later than 5:00 p.m. August 26, 2022. Foreign travel vouchers must be submitted no later than August 22, 2022. NOTE: Any trips beginning with a start date of 9/1/2022 or later will be encumbered and processed using FY23 funding.	By August 26, 2022
Travel reimbursements FY 23 funds	All transactions	Vouchers submitted after August 26, 2022 for amounts exceeding what was originally encumbered on the travel application will be processed against FY23 funds.	On or after August 26, 2022

***All goods or services must be purchased and received by August 31st in order to utilize FY 22 appropriated funds (funds starting with 11, 12, 13, and 14).**