



Procurement Services 2023 Fiscal Year-End Deadlines

Procurement Services (“PS”) has established the following deadlines for transactions against current FY 23 funds and establishing purchase orders/contracts/payments/travel applications/Pcard transactions for the start of FY 24. PS establishes these deadlines to enable our staff to manage the increased year-end workload. Departments should adhere to the deadlines to the best of their ability. PS will try to accommodate deadline exceptions, but they cannot be guaranteed. When additional reviews or approvals are required, deadline flexibility is impacted. Funding sources will also impact deadline flexibility.

FY 24 TRANSACTIONS WILL ONLY BE PROCESSED WHEN THE **FUNDS ARE AVAILABLE**. IT IS THE DEPARTMENT’S RESPONSIBILITY TO ENSURE THAT 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, 2023, for FY 24 requisitions. Transactions must have an accounting date of “9/1/2024” to enable the workflow for FY 24 transactions. Failure to do so will result in the transaction being encumbered on FY 23 funds. This is an automated TechBuy process.

NOTE: Effective 3/1/2023, TTU is increasing the informal procurement threshold from \$15,000 to \$50,000. Please refer to [Operating Policy and Procedure 72.09](#) for guidance.

NOTE: Chrome River is expected to go live on May 1, 2023. Transactions for FY 24 cannot be entered into the legacy travel system. All travel for FY 24 must be entered in Chrome River. Chrome River training will be available starting in March or April 2023.

Purchasing FY 23 funds	\$100,000.01 or above	FY 23 purchases that require formal procurement: not on a purchasing contract	Friday, May 5, 2023
Purchasing FY 23 funds	Any furniture or renovation projects	FY 23 purchases of furniture or project requests funded on FY 23 must be submitted before July 1, 2023. Exceptions must be approved by the SAC, FAC, or Executive Leadership.	By Friday, June 30, 2023
Purchasing FY 23 funds	\$50,000-\$100,000	FY 23 purchases that require three quotes (informal procurement)	Friday, July 28, 2023
Purchasing FY 23 funds	Less than \$50,000	FY 23 purchases not requiring formal or informal procurement	Friday, August 11, 2023
Purchasing FY 23 funds	All dollar amounts	FY 23 sole source, exempt, purchasing contract transactions	Friday, August 11, 2023
Purchasing FY 23 funds on Texas SmartBuy contracts	All dollar amounts	FY 23 purchases that are processed through Texas SmartBuy (Texas Comptroller)	Friday, August 11, 2023
Purchasing FY 24 funds that must be in place prior to 9/1.	\$100,000.01 or above	FY 24 purchases that require formal procurement: not on contract	Friday, May 5, 2023
Purchasing FY 24 funds that must be in place prior to 9/1.	\$50,000-\$100,000	FY 24 purchases that require three quotes (informal procurement)	Friday, July 28, 2023
Purchasing FY 24 funds that must be in place prior to 9/1.	Less than \$50,000	FY 24 purchases not requiring formal or informal procurement	Friday, August 11, 2023
Purchasing FY 24 funds that must be in place prior to 9/1.	All dollar amounts	FY 24 sole source, exempt, cooperative, State contract, and purchasing contract transactions	Friday, August 11, 2023

Purchasing FY 24 funds	Furniture and renovation projects	Purchases on FY 24 funds for furniture and renovation projects cannot be submitted until August 14, 2023.	Monday, August 14, 2023
Copiers FY 24 funds	All dollar amounts	FY 24 copiers, equipment, and annual service contracts.	Friday, July 7, 2023
Contracts for FY 23 expenditures/revenue	Less than \$250,000		Monday, July 10, 2023
Contracts for FY 23 expenditures/revenue	\$250,000 or greater	These contracts require review by General Counsel.	Friday, June 16, 2023
Contracts for FY 24 expenditures/revenue	Less than \$250,000	*For contracts to be effective 9/01/2023	Monday, July 10, 2023
Contracts for FY 24 expenditures/revenue	\$250,000 or greater	*For contracts to be effective 9/01/2023 Require review by General Counsel and may require additional reviews.	Friday, June 30, 2023
PCard FY 23 expenditures	All pcard transactions	FY 23 Transactions posted on or before 8/31/2023 must be submitted by 5:00 p.m. 8/21/2023 to charge to FY23 funds .	Friday, September 01, 2023
PCard FY 24 expenditures	All pcard transactions	Transactions posted on or after 9/01/2023 and expense reports submitted on or after 9/01/2023 will be charged to FY24 funds .	After September 01, 2023
Invoices FY 23 expenditures	All invoice amounts	Receiving must be completed by 8/31/23 for payment to be posted to FY 23 when a required invoice is present.	by August 31, 2023
Invoices FY 24 expenditures	All invoice amounts	Receiving must be completed when a required invoice is submitted.	Once the funds are available in Banner.
Direct payments FY 23 expenditures	All invoice amounts	FY23 transactions must be received by Payment Services no later than 5:00 p.m. on Friday, August 25, 2023 .	by August 25, 2023
Direct payments FY 24 expenditures	All invoice amounts	The expenditure will be processed to FY24 funds when the documentation is received after 8/31/23 and funds are available.	After August 25, 2023
Voyager Fleet Card FY 23 expenditures	All card transactions	FY 23 charges on the Voyager Fleet Card before July 21, 2023 , will be charged to FY23 funds .	By July 21, 2023
Voyager Fleet Card FY 24 expenditures	All card transactions	Charges on the Voyager Fleet Card on or after July 21, 2023 , will be charged to FY24 funds .	On or after July 21, 2023
Travel reimbursements FY 23 funds	All transactions	Travel Applications processed against FY23 funds must be entered into the legacy travel system by 4:30 p.m. August 25, 2023. To ensure that travel expenses are processed against the correct fiscal year funding, domestic travel vouchers must be submitted online within five (5) working days after the traveler's return to headquarters or no later than 5:00 p.m. August 25, 2023. Foreign travel vouchers must be submitted no later than August 21, 2023. Any trips beginning with a start date of 9/1/2023 or later will be encumbered and processed using FY24 funding in Chrome River.	By August 25, 2023
Travel reimbursements FY 24 funds	All transactions	Travel Applications to be processed against FY24 funds must be entered into Chrome River.	All dates for FY 24 travel

***All goods or services must be purchased and received by August 31st to utilize FY 23 appropriated funds (funds starting with 11, 12, 13, and 14).**