



TEXAS TECH UNIVERSITY Procurement Services

Procurement Services 2024/2025 Fiscal Deadlines

Procurement Services (“PS”) has established the following fiscal year-end deadlines for transactions against current fiscal year (“FY”) funds and establishing financial transactions for the start of FY 25. PS established these deadlines to enable PS staff to manage the increased fiscal year-end workload. When additional reviews or approvals are required outside of PS, deadline flexibility is impacted.

TechBuy will open on April 1, 2024, for FY 25 requisitions. Transactions must have an accounting date of “9/1/2024” to enable the workflow for FY 25 transactions. Failure to do so will result in the transaction being encumbered on FY 24 funds. This is an automated TechBuy process. FY 25 transactions will only be processed when the **funds are available (when the budget is open and properly set up by the department).**

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

Purchases utilizing FY 24 funds	\$100,000.01 or above	Purchases that require formal procurement: not on a purchasing/cooperative contract.	Friday, May 3, 2024
Purchases utilizing FY 24 funds	Furniture or equipment that does not require facility modifications.	Purchases of furniture or equipment that do not require a facility modification. Exceptions must be approved by the AVP for Operations and the AVP & CPO.	by Saturday, June 1, 2024
Purchases utilizing FY 24 funds	Facility renovation projects	FY 24 project requests must be submitted by February 29, 2024. Exceptions must be approved by the AVP for Operations and the AVP & CPO. This deadline includes furniture and equipment requiring a facility modification.	By Thursday, February 29, 2024
Purchases utilizing FY 24 funds	\$50,000-\$100,000	Purchases that require three informal quotes (not on contract or cooperative).	Friday, July 26, 2024
Purchases utilizing FY 24 funds	Less than \$50,000 or on a TTU/cooperative contract	Purchases not requiring formal or informal procurement, or purchases on a TTU, State of Texas, or cooperative contract. Also includes sole source and exempt transactions.	Friday, August 9, 2024
Purchases utilizing FY 25 funds, must be in place prior to 9/1.	\$100,000.01 or above	Purchases that require formal procurement: not on TTU or cooperative contract	Friday, May 3, 2024
Purchases utilizing FY 25 funds, must be in place prior to 9/1.	\$50,000-\$100,000	Purchases that require three informal quotes (not on contract or cooperative).	Friday, July 26, 2024
Purchases utilizing FY 25 funds, must be in place prior to 9/1.	Less than \$50,000	Purchases not requiring formal or informal procurement, or purchases on a TTU, State of Texas, or cooperative contract. Also includes sole source and exempt transactions.	Friday, August 9, 2024
Purchases utilizing FY 25 funds	Furniture and renovation projects	Purchases on FY 25 funds for furniture and renovation projects MUST be submitted by June 28, 2024, to allow Operations time to schedule. (Furniture and equipment not requiring facility modifications may be purchased during FY 25.	by Friday, June 28, 2024
Copiers utilizing FY 25 funds	All dollar amounts	Copiers (new and renewals), equipment, and annual service contracts.	Monday, July 8, 2024

Business contracts that must be completed prior to 9/1	All business contracts	Contracts that must be in place by 9/1.	Friday, June 14, 2024
PCard FY 24 expenditures	All pcard transactions	<u>FY 24 Transactions</u> posted on or before 8/30/2024 must be submitted by 5:00 p.m. 8/30/2024 to charge to FY24 funds .	By Friday, August 30, 2024
PCard FY 25 expenditures	All pcard transactions	<u>Transactions</u> posted on or after 8/31/2024 and expense reports submitted on or after 8/31/2024 will be charged to FY25 funds .	After August 31, 2024
Invoices FY 24 expenditures	All invoice amounts	Receiving must be completed by 8/30/2024 for payment to be posted to FY 24 when a required invoice is present.	by August 30, 2024
Invoices FY 25 expenditures	All invoice amounts	Receiving must be completed when a required invoice is submitted.	Once the funds are available in Banner.
Direct payments for FY 24 expenditures	All invoice amounts	FY24 transactions must be received by Payment Services no later than 5:00 p.m. on Friday, August 23, 2024. Transactions after this date will post to FY 25.	by August 23, 2024, and the PO is complete.
Wire payments utilizing FY 25 funds	All Wire payments	Wire payments need to be submitted Monday, August 19, 2024, for posting in FY25.	By August 19, 2024
Voyager Fleet Card expenses utilizing FY 24 funds	All card transactions	FY 24 charges on the Voyager Fleet Card before July 25, 2024 , will be charged to FY24 funds .	By July 25,, 2024
Voyager Fleet Card expenses utilizing FY 25 funds	All card transactions	Charges on the Voyager Fleet Card on or after July 25, 2024 , will be charged to FY25 funds .	On or after July 25,, 2024
Travel reimbursements	All transactions	Travel expense reports processed against FY24 funds must be entered in Chrome River. 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 23, 2024. Foreign travel expense reports must be submitted no later than August 19, 2024. Any trips beginning with a start date of 9/1/2024 or later will be encumbered and processed using FY25 funding in Chrome River.	By August 23, 2024

***All goods or services must be received by August 30th to utilize FY 24 appropriated funds (funds starting with 11, 12, 13, and 14).**