

**End of Fiscal Year Deadlines 2017**

Procurement Services has established the following deadlines for processing transactions against current FY17 funds and establishing purchase orders/contracts/payments/travel applications for the start of FY18. Procurement Services establishes these deadlines to enable our staff to manage the increased workload. We ask that departments adhere to the deadlines. Procurement Services will make efforts to accommodate deadline exceptions when possible. When additional reviews or approvals are required, deadline flexibility is diminished.

***TechBuy will open on May 1, 2017 for FY 18 orders. You must enter the accounting date of “9/1/2017” on the requisition to enable the workflow for FY 18 transactions****. Failure to do so will result in the transaction being encumbered on FY 17 funds. This is an automated process.*

|  |  |  |  |
| --- | --- | --- | --- |
| Purchasing FY 17 funds  | $40,000 or above  | Purchases that require formal procurement; not on contract | Friday, June 9, 2017 |
| Purchasing FY 17 funds | $15,000-$40,000 | Purchases that require three quotes (informal procurement) | Friday, August 4, 2017 |
| Purchasing FY 17 funds | Less than $15,000 | Purchases not requiring formal or informal procurement | Wednesday, August 16, 2017 |
| Purchasing FY 17 funds | All dollar amounts | Sole source, exempt, cooperative, and TTU contract purchases | Wednesday, August 16, 2017 |
| Purchasing FY 17 funds on TxMas or Texas SmartBuy contracts | All dollar amounts | The Comptroller’s deadline is June 1, 2017. | Wednesday, May 24, 2017 |
| 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 9, 2017 |
| 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 4, 2017 |
| 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 16, 2017 |
| 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 16, 2017 |
| 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. | Monday, July 10, 2017 |
| Contracts for FY 17 expenditures/revenue | Less than $100,000 |  | Monday, July 17, 2017 |
| Contracts for FY 17 expenditures/revenue | Greater than $100,000 |  | Wednesday, June 28, 2017 |
| Contracts for FY 18 expenditures/revenue | Less than $100,000 |  | Monday, July 31, 2017 |
| Contracts for FY 18 expenditures/revenue | Greater than $100,000 |  | Wednesday, July 5, 2017 |
| Construction on FY 17 funds | All transactions | Not including Job Order contracts | Thursday, June 1, 2017 |
| Job Order Construction on FY 17 funds | All transactions |  | Monday, July 31, 2017 |
| Procurement card FY 17 expenditures | All pcard transactions | **Transactions** posted on or before **8/11/17** (posted by Citibank and listed on your 8/11/17 statement) will be charged against **FY17 funds**.  | Friday August 11, 2017 |
| Procurement card FY 18 expenditures | All pcard transactions | **Transactions** posted on or after **8/11/17** (posted by Citibank and listed on your **9/03/17** statement) will be charged against **FY18 funds**. | After Friday August 11, 2017 |
| Invoices FY 17 expenditures | All invoice amounts | Receiving must be completed by 9/1/17 | by September 1, 2017 |
| Invoices FY 18 expenditures | All invoice amounts | Receiving must be completed in accordance with TTU policy. | After September 1, 2017 |
| Direct payments FY 17 expenditures | All invoice amounts | Documentation for FY17 transactions must be received by Payment Services no later than **5:00 p.m. on Thursday, August 31, 2017.** | by August 25, 2017 |
| Direct payments FY 18 expenditures | All invoice amounts | The expenditure will be processed to FY18 funds when the documentation is received after 8/31/17. | After August 25, 2017 |
| Voyager Fleet Card FY 17 expenditures | All card transactions | Charges made on the Voyager Fleet Card before **7/24/17** will be charged to **FY17** funds.  | By July 24, 2017 |
| Voyager Fleet Card FY 18 expenditures | All card transactions | Charges made on the Voyager Fleet Card after **7/24/17** will be charged to **FY18** funds.  | After July 24, 2017 |
| Travel reimbursements FY 17 funds | All transactions | Travel Applications to be processed against **FY17 funds** must be entered into the online travel system by **4:30 p.m. on September 1. 2017**. 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, 2017**.  | prior to September 1, 2017 |
| Travel reimbursements FY 18 funds | All transactions | Vouchers submitted after **September 1, 2017** for amounts exceeding what was originally encumbered on the travel application will be processed against **FY18 funds**.  | after September 1, 2017 |

**\*All goods or services must be received by August 31st in order to utilize FY 17 appropriated funds.**