



TEXAS TECH UNIVERSITY

# Procurement Services™

## End of Fiscal Year Deadlines 2019

Procurement Services has established the following deadlines for processing transactions against current FY19 funds and establishing purchase orders/contracts/payments/travel applications for the start of FY20. 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 diminished.

**TechBuy will open on June 1, 2019 for FY 20 orders. You must enter the accounting date of “9/1/2019” on the requisition to enable the workflow for FY 20 transactions. Failure to do so will result in the transaction being encumbered on FY 19 funds. This is an automated TechBuy process.**

|  |                        |  |                          |
|--|------------------------|--|--------------------------|
| Purchasing FY 19 funds   | \$50,000 or above      | Purchases that require formal procurement; not on contract   | Friday, June 7, 2019     |
| Purchasing FY 19 funds   | \$15,000-\$50,000      | Purchases that require three quotes (informal procurement)   | Friday, August 9, 2019   |
| Purchasing FY 19 funds   | Less than \$15,000     | Purchases not requiring formal or informal procurement   | Friday, August 16, 2019  |
| Purchasing FY 19 funds   | All dollar amounts     | Sole source, exempt, cooperative, and TTU contract purchases   | Friday, August 16, 2019  |
| Purchasing FY 19 funds   | All dollar amounts     | Purchases for all vehicles   | Thursday, August 1, 2019 |
| Purchasing FY 19 funds on Texas SmartBuy contracts                 | All dollar amounts     | Purchases that are processed through Texas SmartBuy  | Friday August 16, 2019   |
| Purchasing FY 20 funds that must be in place prior to September 1. | \$50,000 or above      | Purchases that require formal procurement; not on contract   | Friday, June 7, 2019     |
| Purchasing FY 20 funds that must be in place prior to September 1. | \$15,000-\$50,000      | Purchases that require three quotes (informal procurement)   | Friday, August 2, 2019   |
| Purchasing FY 20 funds that must be in place prior to September 1. | Less than \$15,000     | Purchases not requiring formal or informal procurement   | Friday, August 16, 2019  |
| Purchasing FY 20 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 16, 2019  |
| Copiers and other leased/rented equipment FY 20 funds              | All dollar amounts     | Includes copiers, equipment, and annual service contracts. Some equipment may require a 30-day termination notice. Copiers cannot be cancelled per the master agreement. | Monday, July 8, 2019     |
| Contracts for FY 19 expenditures/revenue                           | Less than \$100,000    |  | Monday, July 15, 2019    |
| Contracts for FY 19 expenditures/revenue                           | Greater than \$100,000 |  | Wednesday, June 26, 2019 |

|  |                        |   |                              |
|--|------------------------|---|------------------------------|
| Contracts for FY 20 expenditures/revenue | Less than \$100,000    |   | Monday, July 29, 2019        |
| Contracts for FY 20 expenditures/revenue | Greater than \$100,000 |   | Wednesday, July 3, 2019      |
| Construction on FY 19 funds              | All transactions       | Not including Job Order contracts   | Friday, May 31, 2019         |
| Job Order Construction on FY 19 funds    | All transactions       |   | Monday, July 29, 2019        |
| Procurement card FY 19 expenditures      | All pcard transactions | <b>Transactions</b> posted on or before <b>8/09/19</b> (posted by Citibank and listed on your 8/09/19 statement) will be charged against <b>FY19 funds.</b>   | Friday August 09, 2019       |
| Procurement card FY 20 expenditures      | All pcard transactions | <b>Transactions</b> posted on or after <b>8/10/19</b> (posted by Citibank and listed on your <b>9/03/19</b> statement) will be charged against <b>FY20 funds.</b>   | After Friday August 09, 2019 |
| Invoices FY 19 expenditures              | All invoice amounts    | Receiving must be completed by 9/1/19   | by September 1, 2019         |
| Invoices FY 20 expenditures              | All invoice amounts    | Receiving must be completed in accordance with TTU policy.  | After September 1, 2019      |
| Direct payments FY 19 expenditures       | All invoice amounts    | Documentation for FY19 transactions must be received by Payment Services no later than <b>5:00 p.m. on Friday, August 30, 2019.</b>   | by August 27, 2019           |
| Direct payments FY 20 expenditures       | All invoice amounts    | The expenditure will be processed to FY20 funds when the documentation is received after 8/31/19.   | After August 27, 2019        |
| Voyager Fleet Card FY 19 expenditures    | All card transactions  | Charges made on the Voyager Fleet Card before <b>7/24/19</b> will be charged to <b>FY19</b> funds.  | By July 23, 2019             |
| Voyager Fleet Card FY 20 expenditures    | All card transactions  | Charges made on the Voyager Fleet Card after <b>7/24/19</b> will be charged to <b>FY20</b> funds.   | After July 23, 2019          |
| Travel reimbursements FY 19 funds        | All transactions       | Travel Applications to be processed against <b>FY19 funds</b> must be entered into the online travel system by <b>4:30 p.m. on August 30, 2019.</b> 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 <b>five working days</b> after the traveler's return to home office, or no later than <b>5:00 p.m. August 30, 2019</b> Foreign travel vouchers must be submitted no later than August 23, 2019. <b>NOTE: Any trips beginning with a start date of 9/1/19 or later will be encumbered and processed using FY20 funding.</b> | prior to August 30, 2019     |
| Travel reimbursements FY 20 funds        | All transactions       | Vouchers submitted after <b>August 30, 2019</b> for amounts exceeding what was originally encumbered on the travel application will be processed against <b>FY20 funds.</b>   | after August 30, 2019        |

**\*All goods or services must be received by August 31<sup>st</sup> in order to utilize FY 19 appropriated funds.**