

Memorandum

To: Budget Control Officers
CC: Budget Control Officer Secretaries, Melissa Davis
From: Mansfield Matthewson, Director of Purchasing
Date: March 8, 2017
Re: Fiscal Year End Purchasing Deadlines

Attention Budget Control Officers

The time of year is upon us where we need to address final purchases for the 2016-17 fiscal year; as well as initial purchases (requiring formal bidding) and blanket purchases for the 2017-18 fiscal year.

FISCAL YEAR “2016-17”

- **“2016-17” Specific Purchase Order Cut-Off (short lead time purchases)**
For purchases you’d like to be expended from the current fiscal year budget, you must complete and submit a purchase requisition by **April 28, 2017**.
- **“2016-17” Specific Purchase Order Cut-Off (6 to 8 week lead items)**
For purchases you’d like to be expended from the current fiscal year budget (that do not require bidding), you must complete and submit a purchase requisition by **April 10, 2017**.
- **“2016-17” Specific Purchases (requiring formal bidding)**
Purchases requiring formal bidding (\$25,000 and above), must be submitted to Purchasing no later than **April 3, 2017**. This is necessary to allow for bid time, lead time, BOT approval, etc.

IMPORTANT MESSAGE for “2016-17”

Synonymous with prior years’ directives, we need to make final decisions regarding the “2016-17” budget. It is imperative that we have an accurate estimate of our operating expenses for the current fiscal year. Consequently we ask that you complete and submit ALL purchase order requisitions no later than **April 28, 2017** (including short lead time purchases). Please contact us if we can assist you with specific issues that may arise.

Remember, June 30, 2017 is the last day of “2016-17” fiscal year.

All purchases must be received on campus and invoiced by **June 30, 2017** to be expended from the “2016-17” budget. Additionally, invoices dated June 30, 2017 and prior should be processed and paid by **July 14, 2017**. Invoices processed and paid after July 14, 2017 could be expended from next year’s budget (“2017-18”), instead of this year’s (“2016-17”).

FISCAL YEAR “2017-18”

- **“2017-18” Blanket Purchase Orders**

All blanket orders (\$25,000 and above) for fiscal year “2017-18” need to be submitted to Purchasing no later than **May 1, 2017**. This is necessary so blanket orders can be presented to the Board of Trustees for approval at the June 19, 2017 meeting.

Please begin each blanket purchase order requisition with wording as follows:
“2017/2018 BLANKET PURCHASE ORDER VALID FROM 7/1/17 TO 6/30/18 ISSUED FOR (description)”.

Blanket purchase order requisitions for goods and services should be submitted in an itemized format, including the description and price of each item typically purchased.

- **“2017-2018” Blanket Purchase Orders/Specific Purchase Orders (requiring formal bidding)**

Requests for blanket purchase orders and specific purchase orders (\$25,000 and above) with delivery required for beginning or early fiscal year, must be submitted to Purchasing no later than **April 3, 2017**. This is necessary to allow for bid time, lead time, BOT approval, etc. Incremental purchases with a sole supplier totaling \$10,000 or more annually, must also be bid.

Please be reminded that blanket purchase orders valued at \$25,000 and above must be bid on an annual basis. We have the option to extend blanket purchase order agreements an additional two years, for a total term of three years, given that pricing is held firm for the entire three year term. Blanket purchase order requisitions submitted, that have not been bid in the past three years, will be returned to the Requestor.

The Purchasing Department is happy to assist you with the year-end process. Please feel free to contact us at ext. 3850 with any concerns or questions.

Thank you!