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MEMORANDUM

TO: All UAA, UAF and SW Departments

FROM: John Hebard, Chief Procurement Officer

DATE: April 24, 2020

SUBJECT: FY20 Purchase Requisition Cut-Off Dates Fund 1 ONLY

**RESTRICTED FUNDS NOTE:** Restricted funds (Fund 3 at UAF/SW Fund 2 at UAA) do not lapse. However, the following dates should be observed as closely as possible to ensure adequate processing time during this busy season.

Fiscal year-end is fast approaching and the Procurement workloads will be at their heaviest as University departments rush to finish their FY20 purchases. Your assistance can help us handle the large purchase volume by starting now to schedule and plan your allowable year-end purchases. The following schedule shows the deadlines for final requisition submittals. Meeting these dates, will help us meet everyone's needs.

Another way you can help is by making any allowable purchases with your ProCard, or by using BPO's when the ProCard can't be used.

**DO YOU HAVE ITEMS OR SERVICES REQUIRING BIDS OR QUOTES?**

Is there a purchase that you want to make if the funds become available? Remember, if necessary, we can begin the bid or quote process for you even if you don't have the funds yet. Requisitions can be entered for \$1 to start the competition process. Award can be made contingent on the receipt of funding. If you wait to enter a requisition until you receive the money, it may be too late to execute a solicitation properly.

**FUTURE YEAR ENTRY**

FY21 PR's may be entered into Banner by following the same instructions as in previous years. We will send these instructions and post them on our websites when they are available from SW Financial System. It is anticipated that FY21 PR entry should be available by mid-May.

**PLEASE SHARE THIS NOTICE WITH YOUR STAFF AND FACULTY.**

# DEADLINES FOR FY20 PURCHASE REQUISITIONS

**NOTE:** This year June 30th falls on a Tuesday. Therefore, the last business day for Procurement to complete purchase orders is Wednesday, June 24, 2020.

**RESTRICTED FUNDS:** Restricted funds (Fund 3 at UAF/SW Fund 2 at UAA) do not lapse. Restricted funds may be entered normally through June 30<sup>th</sup>. Give yourself, and us, extra time to process these purchases during the year-end rush. Observing deadlines, submitting PR's early, and providing good delivery date information is strongly advised. These PR's must compete for processing time with the expiring Fund 1 requests and we want to avoid delays.

TYPE OF PURCHASE	REQUISITION & BACKUP DUE
<b>Purchases requiring sealed bids or proposals:</b> Aggregate total of like items over \$100,000, including requests for purchases subject to availability of funding over \$100,000	<b>MAY 4, 2020</b>
<b>Purchase requiring quotations:</b> Aggregate total of like items over \$10,000 and less than \$100,000, including requests for purchases subject to the availability of funding.	<b>MAY 18, 2020</b>
<b>All purchases including those under \$10,000:</b> Do not artificially divide requirements. Due also are single source purchases, all purchases contingent on funding, purchases exempt from competition and purchases for items on contract such as computers, systems furniture, and copiers, etc.	<b>JUNE 8, 2020</b>
<b>CHANGE ORDERS (INCREASES and DECREASES):</b> Change orders to increase a PO to cover anticipated or actual expenses must be entered by this date. If a change order is required to reduce funds on a PO in order to make those funds available for another purchase, please remember to observe the appropriate cut-off date(s) for those additional purchases.	<b>JUNE 8, 2020</b>
<b>CALL NUMBERS:</b> All Banner entry must be completed and the order placed by 5:00 PM. <b>NOTE:</b> Uncompleted Call Numbers will be deleted on June 30.	<b>JUNE 30, 2020</b>

**CAUTION:** Is your PR in NSF status? This means that it hasn't been budget authorized. It will not show up in Procurement so we don't know that it needs to be processed. Send your PR backup immediately by email to [uaf-pcs-backup@alaska.edu](mailto:uaf-pcs-backup@alaska.edu). The order cannot be processed without it.

**PROCARD CHARGES:** ProCard purchases that post at the bank by June 30, 2020, will be charged to FY20. ProCard purchases that post at the bank after July 1, 2020, will be charged against FY21 funds. Due to electronic routing issues, there is no guarantee that procurement card purchases in late June will be expensed against FY20 funds.

**PROCUREMENT OFFICE SHUT DOWN FOR YEAR-END PROCESSING.** Banner will be up for other work; however, PRs will not be accepted by Procurement & Contract Services after **5:00 PM, Wednesday June 24, 2020. The last business day for Procurement will be Tuesday June 23 2020.**