



Purchasing and Inventory

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MEMORANDUM

TO: All Faculty and Staff

FROM: Diana Boubel, Director of Purchasing & Inventory

DATE: June 2, 2006

SUBJ: PURCHASING END OF YEAR DEADLINES

Requisition cut-off dates have been established and are posted on the Purchasing web-site.

*All deadline dates shown are those by which
all department approvals must be electronically posted.*

Requisitions received before the deadlines will be processed on FY06 funds unless entered according to the procedures published on the Purchasing Listserv.

Requisitions received after the deadlines will be processed on FY07 funds.

To insure a smooth transition into the new fiscal year, it is imperative that we adhere to these deadline dates. Exceptions will be made ONLY if necessary to comply with year end guidelines established by the State Comptroller or for emergency reasons. Refer to [Policy C-40 Year End Purchasing](#).

Do not hesitate to contact your buyer in the Purchasing Department if you have questions about year-end closing or any other purchasing related topic. Your assistance in providing for an orderly transition to the new year will be greatly appreciated.