

**FY06 YEAR-END PROCEDURES AND REQUISITION DEADLINES**  
*These deadline dates are firm. Mark these dates on your calendar and PLAN AHEAD*

**FY06 (Current Year) Requisitions**

**THESE DEADLINE DATES ARE ESTABLISHED TO ALLOW PURCHASING ADEQUATE TIME TO PLACE THE ORDERS AND PROCESS THE NECESSARY PAPERWORK.**

**EXCEPTIONS TO THE DEADLINES WILL BE MADE ONLY TO INSURE THAT EXPENDITURES ARE IN ACCORDANCE WITH YEAR END GUIDELINES ESTABLISHED BY THE STATE COMPTROLLER; REFER TO POLICY C-40 YEAR END PURCHASING**

**Description**

**Deadline to Receive APPROVED REQUISITION**

**REQUISITIONS requiring Formal Written Solicitations..... 5:00pm July 21, 2006**

- Requisitions for any goods or services on any account; amounts greater than \$25,000

**REQUISITIONS requiring Informal Solicitations..... 5:00pm August 4, 2006**

- Requisitions for any goods or services on any account; amounts from \$5000.01 to \$25,000

**REQUISITIONS requiring No Solicitation**

**REQUISITIONS for items from TXMAS, DIR, Cooperative or**

**Other State Agency Contracts ..... 5:00pm August 18, 2006**

- Requisitions for any type goods or services on any account; amounts equal to or less than \$5000
- Requisitions for items from any of the above contracts, which do not require additional bidding; any account; No Dollar Limit.

**REQUISITIONS for items from State Contracts ..... 5:00pm August 25, 2006**

- Requisitions for State of Texas term contracts on any account; No Dollar Limit

**REQUISITIONS for Phone PO'S ..... 5:00pm August 25, 2006**

- Phone PO's for goods or services on any account; amounts equal to or less than \$5000.
- The department must place the order with the vendor and provide documentation, if applicable, showing that proper procedures were followed.
- Phone PO's WILL NOT be given out for requisitions for TXMAS, DIR, Cooperative or other State Agency Contracts.

**THESE DEADLINE DATES ARE ESTABLISHED TO ALLOW THE DEPARTMENT TO PROCESS THE APPROPRIATE PAPERWORK TO ACCOUNTS PAYABLE IN A TIME THAT INSURES PAYMENT FROM FY06 FUNDS.**

**EXCEPTIONS TO THE DEADLINES WILL BE MADE ONLY TO INSURE THAT EXPENDITURES ARE IN ACCORDANCE WITH YEAR END GUIDELINES ESTABLISHED BY THE STATE COMPTROLLER; REFER TO POLICY C-40 YEAR END PURCHASING**

**Description**

**Deadline for Department to process paperwork**

**LOCAL PURCHASE AUTHORIZATIONS ..... 12:00Noon August 23, 2006**

- LPA's and invoices must be sent to Accounts Payable by 12:00 Noon Wednesday, August 23 to insure payment from FY06 funds.
- Any LPA paperwork not received in time for the August 31 check-run will be paid from FY07 funds.

**PROCARD CHARGES**

- ProCard charges with a transaction date on the Chase statement through August 31 will be paid from FY06 funds.
- ProCard charges with a transaction date on the Chase statement September 1 and later will be paid from FY07 funds.

**PROCARD ENCUMBRANCES ..... 5:00pm September 15, 2006**

- All ProCard encumbrances will be modified to reflect actual charges on the Chase statement through August 31 so that over-encumbered amounts will not be carried forward into the new fiscal year.
- All charges for which you have receipts dated prior to August 31 AND which have not appeared on the Chase statement may be encumbered and carried forward ONLY IF:  
 --the department has sufficient funds; and  
 --the department advises Vicki Gibbs by email (vgibbs@sfasu.edu) no later than September 15, 2006 of the amount to encumber.

**STANDING ORDERS..... 11:59pm August 31, 2006**

- Purchases against FY06 standing orders must be made by 11:59pm August 31, 2006, (unless otherwise specified on the order).
- The invoice must be forwarded to Accounts Payable immediately, and payments will be made against existing FY06 encumbrances through October 31, 2006
- After October 31, existing standing order encumbrances will be canceled and invoices received for purchases made prior to 8/31/06 will be paid from FY07 funds.

## **FY07 NEW YEAR PROCEDURES AND REQUISITION ENTRY REQUIREMENTS**

**These deadline dates are firm. Mark these dates on your calendar and PLAN AHEAD**

### **FY07 (New Year) Requisitions**

- **All FY07 Requisitions MUST be created with START AND END DATES on Screen 250.**
  - The START AND END DATES must be entered as: Start – 09-01-2006 and End – 08-31-2007
  - **DO NOT CHANGE the Req. Fiscal Year Field on Screen 250**
  - The above information was e-mailed to the campus via the Purchasing ListServ. If you are not subscribed, go to <http://www.sfasu.edu/purchasing/purchasing/PurListServ.htm> to subscribe.
  
- **STANDING ORDERS** – Any standing orders that are established for your department only must be submitted on a requisition to your buyer in time to have a new standing order in place BEFORE September 1, 2006.
  
- **MAINTENANCE CONTRACTS, COPIER RENTALS, ETC.** – Submit requisitions for maintenance contracts, copier rentals, etc. in time to have a new order in place BEFORE September 1, 2006.