

Year End Purchasing Guidelines

FY2017 funded orders:

Orders using FY 2017 funding requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing by 5/26/2017 to ensure completion by year end. Non-Catalog TechBuy orders using FY 2017 funding not requiring bids must be submitted to Purchasing by 8/25/2017 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2017 funding must be submitted to the vendor by 8/31/2017 to ensure completion by year end.

Any order not completed by 8/31/2017 will be posted in September against FY 2018 funding.

Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in early July.

FY2018 funded orders:

All FY 2018 orders must have an accounting date of 9/01/2017 or later.

Orders needing to be in place on 9/01/2017 requiring a Bid or RFP to be performed by Purchasing must be submitted to Purchasing for processing by 06/02/2017.

No TechBuy punch-out orders using FY 2018 funding may be entered/submitted prior to 9/01/2017.

Renewal orders based on current FY2017 orders must be submitted to Purchasing by 7/07/2017 to enable processing and completion by year end. (Examples: space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities) To renew or extend there must be a renewal option available and the contract/agreement must be active/exist in FY18.

FY2017 E&G Funds:

Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed on 7/31/2017.

The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance.

Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed the associated budgets will also be reversed.

To keep the funds available beyond 7/31/2017 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY 2016 encumbrance open please contact Purchasing no later than 8/04/2017.