



FY2022 Funded Orders:

Orders using FY2022 funding requiring a competitive solicitation must be submitted to Purchasing by 05/31/2022 to ensure completion by year end.

Non-Catalog TechBuy orders using FY2022 funding (not requiring competitive solicitation) must be submitted to Purchasing by 08/29/2022 to ensure completion by year end.

Punch-out and Catalog TechBuy orders using FY2022 funding must be submitted to the vendor by 08/31/2022 to ensure completion by year end.

Any order not completed by 08/31/2022 will be posted in September against FY2023 funding.

Any award/PO/Contract requiring approval at the August BOR meeting will need to be completed and ready for submission in advance of the BOR Agenda Book submission deadline (~June).

FY2023 Funded Orders:

All FY2023 orders must have an accounting date of 9/01/2022 or later and can be submitted starting 05/02/2022.

Orders needing to be in place on 9/01/2022 requiring a competitive solicitation must be submitted to Purchasing for processing by 06/03/2022.

No TechBuy punch-out orders using FY2023 funding may be entered/submitted prior to 09/01/2022.

Renewals based on existing FY2022 orders must be submitted to Purchasing by 7/06/2022 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/available in FY23.

FY2022 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 07/29/2022.**

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.

Year End Purchasing Guidelines

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 07/29/2022 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY22 encumbrance open please contact Purchasing no later than 08/05/2022.