

MEMORANDUM

TO: Budget Officers, Budget Review Officers and Administrative Assistants

FROM: Steven W. White, Director of Purchasing
Lois Tatro, Director of Financial Operations and Business Technology

SUBJECT: Purchasing/Payment Activity for the Remainder of Fiscal Year (FY) 2009 and the Beginning of FY 2010

DATE: March 31, 2009

The purpose of this memorandum is to inform all University departments of the procedures that must be followed and the deadlines established for all purchasing and expenditure activities for the remainder of FY 2009 and the beginning of FY 2010. The deadlines have been established according to directives from the State Division of Purchases and WSU's internal processing requirements. The following calendar is a summary of the process. It is followed by detailed explanations of the various purchasing, expenditure and budget-related activities.

Purchasing Calendar

(This calendar applies to all funds administered by WSU and within the State of Kansas Treasury)

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| April 27, 2009 | Final Date for Submittal of Purchase Requisitions (including complete specifications) for Purchases of Non-contract Merchandise/Services Estimated to be in Excess of \$25,000. The deadline for negotiated procurement activities is April 3, 2009. |
| May 4, 2009 | Deadline for any new agreement for which a Form DA-146, Encumbrance Contract Cover Sheet is required, and is to be charged against FY 2009 funds |
| May 22, 2009 | Deadline for any printing order that will exceed \$2,000 and must be bid. |
| May 29, 2009 | Final Date for Submittal of Purchase Requisitions (including full specifications) for Purchases of Non-contract Merchandise/Services Estimated to be in Excess of \$5,000 But Less Than \$25,000. For negotiated procurements please call the Office of Purchasing immediately. |
| June 5, 2009 | 5:00 PM – Deadline for Vendors to complete transactions to the State Business Procurement Registration Account |
| June 12, 2009 | Final Date for Submittal of Budget Adjustments to the Budget Office. |
| June 19, 2009 | Final Date for placing special orders through Central Services Storeroom to FY 2009. |
| June 19, 2009 | 5:00 PM – Deadline for Vendors to complete transactions to the State BPC Carded / Contract Account |
| June 24, 2009 | Banner requisitions for FY 2009 (includes contract purchases) that do not require competitive bids or new vendor records entered into Banner, and all ICD's marked " For Encumbrance Only " must be completed, approved and submitted with all supporting documents and quotes to Purchasing by 5:00 PM, including all ICD's, Not Previously Encumbered. |
| June 26, 2009 | 4:00 PM - Final Day for Charging Purchases through Central Services Storeroom to FY 2009. |
| June 26, 2009 | 5:00 PM - Deadline for submitting departmental deposits to Accounts Receivable, including deposits from the Foundation. (NOTE – check requisitions are due to the Foundation by 5:00 p.m. June 24, 2009.) |
| June 30, 2009 | 4:00 PM - Final Date for Charging Copy and Print Services, Postal Services and Media Resources Center to FY 2009 |
| July 9, 2009 | Beginning Date for Acceptance of Banner Purchase Requisitions to be Charged to FY 2010. The Banner System Requisitions will be down until July 9, 2009. |

TRAVEL CALENDAR

All travel information should be forwarded to the Financial Operations Office – Travel Department Box 38.

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| June 1, 2009 | All FY 2009 Request for Out-State Travel forms (DA-25) must be submitted by 5:00 pm. |
| June 12, 2009 | Final date for submittal of Travel Voucher-General Expense form for travel that occurred in FY 2009 (July 1, 2008 through June 12, 2009). |
| July 6, 2009 | Final date for submittal of Travel Voucher-General Expense form for travel that occurs between June 13 and June 30, 2009. |

All travel documents should be forwarded to the Financial Operations Office – Travel Department Box 38.

Any questions concerning the travel payments should be directed to:

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| Ruth Ann Logan | Extension 5811 |
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General Purchasing Requirements

1. Purchase requisitions for purchases estimated to be in excess \$25,000 must be submitted by April 27, 2009. **The deadline for negotiated procurement is April 3, 2009.**
2. Purchase requisitions for purchases estimated to be in excess of \$5,000, but less than \$25,000, and not covered by a state contract, must be in the Office of Purchasing no later than Friday, May 29, 2009. Requisitions that are submitted with complete and non-restrictive specifications will assure a faster turn-around time. Requisitions WITHOUT adequate specifications will be returned to the department for completion, which may jeopardize completion and award by June 30. **For negotiated procurement please call the Office of Purchasing immediately.**
3. All charges made at the WSU Post Office must be completed by 4:30 PM on June 30, 2009.
4. All charges made at the Central Services Storeroom must be completed by 4:00 PM on June 26, 2009, except for special order items, which must be placed by June 19, 2009.
5. All charges made at Copy and Print Services must be completed at 4:00 PM on June 30, 2009.
6. All charges made at the Media Resources Center must be completed by 4:00 PM on June 30, 2009.
7. Any questions concerning purchasing activity should be directed toward:

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| Steve White | Extension 3782 |
| Lisa Nettleton | Extension 3783 |
| Mike Call | Extension 3784 |
| Donna Conner | Extension 5171 |
| Doris Wells | Extension 5173 |

Year End Encumbrance Processing

It is important to note that invoices dated prior to July 1, 2009 must be paid from FY 2009 funds and cannot be charged to or paid from FY 2010 funds. (Therefore, all recurring monthly expenditures (i.e., copier charges, utilities payments, equipment/instrument repair, gasoline, automatic book purchases, monthly subscriptions, etc.) and any other expenditure transactions anticipated prior to June 30, 2009, must go through the encumbrance process in order to ensure payment from FY 2009 funds. Please review your current organization financial reports for ideas on potential transactions that need to be encumbered.)

“For Encumbrance Only” ICD’s must be submitted to the Office of Purchasing prior to 5:00 PM on June 24, 2009. The following procedures outline the steps necessary to encumber funds.

1. If you are not able to process a Direct Payment (ICD with attached invoice) by 5:00 PM on June 24, 2009, prepare a **“For Encumbrance Only”** ICD for each vendor transaction that will occur prior to June 30, 2009 and drop off at the Office of Purchasing. If you do not know the exact amount to be encumbered, estimate the cost. It is always better to estimate on the high side. **Partial payments will not be made on “For Encumbrance Only” ICD’s.** Any “For Encumbrance Only” ICD’s that do not have available funds will be deleted from Banner and returned to the department to make arrangements to use other funds.
2. The statement **“FOR ENCUMBRANCE ONLY”** must be added to each ICD and highlighted in the description area of the ICD.
3. After processing, the Office of Purchasing will send the department a copy of the Banner document for each transaction to indicate that funds have been reserved. As invoices related to the encumbrance only document are received, staple them to the document, sign at the bottom to indicate you have received the item in acceptable order, and forward to Office of Purchasing for final approval and they will be processed for payment.
4. As a reminder, all budget adjustments moving funds from one organization to another are due in the Budget Office by June 12, 2009.
5. Any questions concerning the above process should be directed to:

Steven White
Edna Bates

Extension 3782
Extension 5988

Business Procurement Card & Registration Account Charges

The FY 2008 cut-off date for Business Procurement Card (Carded and Contract) and Registration Accounts transactions coincides with your June 2009 statement closing date. **Please advise vendors that transactions must be posted by the closing date listed for the type of account you are using if the charge is to be included in your FY 2009 budget.** The Registration Account statement closing date is 5:00 PM on June 5, 2009, and the BPC Carded and Contract Account statement closing date is 5:00 PM on June 19, 2009. Transactions for these accounts that are posted after those dates will be charged to the FY 2010 budgets.

To Review Your Account On-Line:

Open a web browser and click on the following link:

<http://www.commercialcardcenter.com>

Choose the appropriate action:

If you are previously registered put in your user ID and Password and click on sign in.

If you are previously registered and cannot remember your user ID and Password you must reregister your card.

If you are not previously registered, register your account. You will be prompted to create a password.

Enter the requested information in the corresponding fields

Schedule for FY 2010 Purchases

DO NOT ENTER FY 2010 REQUISITIONS INTO BANNER UNTIL JULY 9, 2009 OR LATER.