

# MEMORANDUM

**TO:** Budget Officers, Budget Review Officers and Administrative Assistants

**FROM:** Steven W. White, Director of Purchasing  
Teresa Moore, Director Financial Operations

**SUBJECT:** Purchasing/Payment Activity for the Remainder of Fiscal Year (FY) 2017

**DATE:** April 14, 2017

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 2017 and the beginning of FY 2018. The deadlines have been established according 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 & Year-End Closing Calendar**

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

**NOTE: Items purchased using A0003 funds must be received & paid by fiscal year 2017 close deadlines.**

April 21, 2017	Final Date for Submittal of Purchase Requisitions (including complete specifications) for items that need to be bid and estimated to be in excess of \$25,000. <b><u>Items purchased using A0003 funds must be received &amp; paid by fiscal year 2017 close deadline.</u></b>
May 19, 2017	Final Date for Submittal of Purchase Requisitions (including full specifications) for Purchases of items that need to be bid and estimated to be in Excess of \$10,000 But Less Than \$25,000. <b>For negotiated procurements please call the Office of Purchasing immediately. Note: Items purchased using A0003 funds must be received &amp; paid by fiscal year 2017 close deadline.</b>
June 7, 2017	Final Date for placing special orders through Central Services Storeroom as FY2017 purchase.
June 9, 2017	Final Date for Submittal of Budget Adjustments to the Budget Office.
June 16, 2017	4:00 PM - Final Day for Media Resources Center and Post Office to FY2017.  4:00 PM - Final Day for Charging Purchases through Central Services Storeroom, and Duplication Station FY2017.  Banner requisitions for FY 2017 (includes contract purchases) that do not require competitive bids, must be completed, approved and submitted <b>with all supporting documents and quotes</b> to Purchasing by 5:00 PM.  5:00 PM – Final Date to submit correction requests to Accounts Payable for funding, organization and account code changes. Forward request to Box 38 Attn: Penny Post.  5:00 PM Final Date to submit Cash Transfer request for FY2017  Final date fully approved travel reimbursements in TEM will be <b>paid with FY2017 funds</b>  Final date to submit Petty cash for FY2017 by 12:00pm  Final date to submit Key request for FY2017
June 21, 2017	5:00 PM Final Date to submit Direct Payment (ICD's) for FY2017
June 23, 2017	5:00 PM - Deadline for submitting departmental deposits to Accounts Receivable, including deposits from the Foundation.

**Questions concerning purchasing activity call Purchasing Office Extension 3080.**

### **Encumbrances**

GU (A2000) Funds – if you need to initiate a purchase using GU funds (A2000) that will not be completed by 6/16/2017, you must enter a purchase requisition into Banner with the vendor and appropriate funding information. This requisition represents a legal obligation for payment to the vendor. Once received and approved by purchasing, the requisition will be converted to a Purchase Order and the funds will be encumbered for payment from FY17 funds to occur in FY18. If all necessary information, **including a vendor quote**, is NOT received by 6/16/2017 in the purchasing office, the requisition will be cancelled.

**Any questions concerning the above process should be directed to:**

**Steven White (Purchasing) Ext 3782 or Kristie Courtney (Accounts Payable) Ext 5988**

### **Business Procurement Card & Registration Account Card Charges**

- Transactions posted on your June 2017 statement will be paid with FY 2017 funds.
- Transactions posted after the June 2017 statement will be paid with FY 2018 funds.