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) 2016

DATE: April 4, 2016

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 2016 and the beginning of FY 2017. 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 2016 close deadlines.

April 22, 2016 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. Items purchased using A0003 funds must be received & paid by fiscal year 2016 close deadline.

May 20, 2016 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 $5,000 But Less Than $25,000. For negotiated procurements please call the Office of Purchasing immediately. Note: Items purchased using A0003 funds must be received & paid by fiscal year 2016 close deadline.

June 10, 2016 Final Date for Submittal of Budget Adjustments to the Budget Office.

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 6/17/2016, 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 FY16 funds to occur in FY17. If all necessary information, including a vendor quote, is NOT received by 6/17/2016 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 Teresa Moore (Accounts Payable) Ext 5977

Business Procurement Card & Registration Account Card Charges

- Transactions posted on your June 2016 statement will be paid with FY 2016 funds.
- Transactions posted after the June 2016 statement will be paid with FY 2017 funds.