

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) 2011

DATE: April 8, 2011

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 2011 and the beginning of FY 2012. 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 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 2011 close deadlines.

April 22, 2011	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 has passed. (April 1, 2011) Items purchased using A0003 funds must be received & paid by fiscal year 2011 close deadline.
May 20, 2011	Deadline for any new agreement for which a Form DA-146, Encumbrance Contract Cover Sheet is required, and is to be charged against FY 2011 funds.
May 20, 2011	Deadline for any printing order that will exceed \$2,000 and must be bid.
May 27, 2011	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. Note: Items purchased using A0003 funds must be received & paid by fiscal year 2011 close deadline.
June 13, 2011	Final Date for Submittal of Budget Adjustments to the Budget Office.
June 18, 2011	Final Date for placing special orders through Central Services Storeroom as FY 2011 purchase.
June 24, 2011	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: Edna Bates.
June 24, 2011	Banner requisitions for FY 2011 (includes contract purchases) that do not require competitive bids, 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. DO NOT USE FUND A0003 on any "For Encumbrance Only" ICD's.
June 24, 2011	4:30 PM - Final Day for Media Resources Center and Post Office to FY 2011.
June 28, 2011	4:00 PM - Final Day for Charging Purchases through Central Services Storeroom, Copy and Print Services FY 2011.
June 29, 2011	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.

Travel Calendar

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

June 6, 2011 All FY 2011 Request for Out-State Travel forms (DA-25) must be submitted by 5:00 pm.

June 24, 2011 Final date for submittal of Travel Voucher-General Expense form for travel that occurred in FY 2011 (July 1, 2010 through June 24, 2011).

June 24, 2011 For travel to be completed June 24 – June 30, submit a “**For Encumbrance Only**” ICD and submit to the Purchasing Office, Box 12.

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: Ruth Ann Logan at Extension 5811.

Year End Encumbrance Processing

“For Encumbrance Only” ICD’s must be submitted to the Office of Purchasing prior to 5:00 PM on June 24, 2011. The following procedures outline the steps necessary to encumber funds.

1. If you are not able to process a Direct Payment (ICD with attached vendor issued invoice) by 5:00 PM on June 24, 2011, prepare a “**For Encumbrance Only**” ICD for each purchase transaction that will be made before June 30, 2011 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.** Funds must be available to process “For Encumbrance Only” ICD transactions. If sufficient funds are not readily available the ICD will be returned to the department to make arrangements using non-state funds such as Foundation or Vending funds.
2. The statement “**For ENCUMBRANCE ONLY**” must be added to each ICD and highlighted in the description area of the ICD. **Do not use A0003 funds on “For ENCUMBRANCE ONLY” ICD’S. Note: Items purchased using A0003 funds must be received & paid before but no later than June 24, 2011.**
3. After processing the “For Encumbrance Only” ICD the Purchasing Office will send the department a golden rod colored copy of the Banner document (WSU Receiving Report) which will confirm that funds have been reserved. As invoices related to the “**For ENCUMBRANCE ONLY**” documents are received, staple them to the goldenrod colored document, sign at the bottom to indicate you have received the item in acceptable order, and forward to the Office of Purchasing for final approval and they will be processed for payment.

Any questions concerning the above process should be directed to: Steven White (Purchasing) Ext 3782 or Edna Bates (Accounts Payable) Ext 5988.

Business Procurement Card & Registration Account Card Charges

- The FY 2011 cut-off date for Business Procurement Card purchases is June 10, 2011.
- The FY 2011 cut-off date for charges made on the Registration Accounts is June 07, 2011.
- The FY 2011 cut-off date for charges made on the Air Fare Card is June 22, 2011.

Transaction charges made after the above dates will be paid with FY 2012 funds.