

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) 2019

DATE: April 26, 2019

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 2019 and the beginning of FY 2020. 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 2019 close deadlines.

May 3, 2019	Last day to order cell phones and be billed in FY2019.
May 17, 2019	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 \$50,000. For negotiated procurements please call the Office of Purchasing immediately. Note: Items purchased using A0003 funds must be received & paid by fiscal year 2019 close deadline.
May 31, 2019	Last day to make conference calls to be billed in FY2019.
June 5, 2019	Last day to purchase Telecommunications equipment to be billed in FY2019.
June 7, 2019	Final Date for placing special orders through Central Services Storeroom as FY2019 purchase.
June 7, 2019	Final Date for Submittal of Budget Adjustments to the Budget Office.
June 14, 2019	4:00 PM - Final Day for Media Resources Center and Post Office to FY2019. 4:00 PM - Final Day for Charging Purchases through Central Services Storeroom, and Duplication Station FY2019. 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. Final date fully approved travel reimbursements in TEM will be paid with FY2019 funds
June 19, 2019	5:00 PM Final Date to submit Direct Payment (ICD's) for FY2019
June 20, 2019	Banner requisitions for FY 2019 (includes contract purchases) that do not require competitive bids, must be completed, approved and submitted with all supporting documents and quotes to Purchasing by 5:00 PM.
June 24, 2019	5:00 PM - Deadline for submitting departmental deposits to Accounts Receivable, including deposits from the Foundation. 5:00 PM Final Date to submit Cash Transfer request for FY2019 Final date to submit Petty cash for FY2019 by 12:00pm Final date to submit Key request for FY2019

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 6/14/2019, 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 FY19 funds to occur in FY20. If all necessary information, **including a vendor quote**, is NOT received by 6/14/2019 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 2019 statement will be paid with FY 2019 funds.
- Transactions posted after the June 2019 statement will be paid with FY 2020 funds.