

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 2020

DATE: April 27, 2020

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 FY2020 and the beginning of FY2021. 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 2020 close deadlines.

May 1, 2020	5:00 PM - Final date to order cell phones and be billed in FY2020.
May 15, 2020	5:00 PM - Final date to submit 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 2020 close deadline.
May 29, 2020	5:00 PM - Final date to purchase FY2020 Telecommunications equipment.
May 31, 2020	5:00 PM - Final date to make conference calls to be billed in FY2020.
June 1, 2020	5:00 PM - Final date to submit FY2020 payroll funding changes to the payroll office.
June 5, 2020	5:00 PM - Final date for Submittal of Budget Adjustments to the Budget Office.
June 10, 2020	5:00 PM - Final date to place FY2020 Central Services Storeroom special orders.
June 12, 2020	5:00 PM - Final date to submit Pcard transactions for statement cycle 5/12/2020-6/9/2020.
June 17, 2020	4:00 PM - Final date for FY2020 Media Resources Center and Post Office purchases. 4:00 PM - Final date for FY2020 Central Services Storeroom and Duplication Station purchases.

Dates listed below are tentative and are subject to change upon confirmation of final deadlines received from the State.

June 19, 2020	5:00 PM - Final date fully approved Travel Expense, Invoices and Pcard Reconciliation Reports in Chrome River will be posted against FY2020 budget. 5:00 PM - Final date to submit paper ICD's for purchase orders (partial or full) or direct payments (refund ICD's). 5:00 PM - Final date to submit FY2020 fund, organization or account correction(s) to Accounts Payable, Box 38. 5:00 PM - Final date to submit FY2020 Inter-Organizational Transfer Documents (IOTD's) to Accounts Payable, Box 38.
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June 19, 2020	5:00 PM - Final date to submit Banner requisitions for FY2020 (includes contract purchases) that do not require competitive bids, must be completed, approved by the VP and submitted with supporting documents and quotes to Purchasing, Box 12.
June 24, 2020	5:00 PM - Final date to submit FY2020 departmental deposits to Accounts Receivable, including deposits from the Foundation. 5:00 PM - Final date to submit FY2020 Cash Transfer request. 12:00 PM - Final date to submit FY2020 Petty cash.
June 25, 2020	5:00 PM - Accounts Receivable Banner (forms that begin with T) will be unavailable. TouchNet web deposits are available.

Business Procurement Card Charges

- Transactions for the 5/12/2020-6/9/2020 statement cycle must be submitted by 5:00 PM, 6/12/2020. Pcard Reconciliation Reports and Travel Expense Reports (containing Pcard charges) must be final approved by 5:00 PM, 6/19/2020. These will be paid with FY2020 budget.
- Transactions for the 6/10/2020-7/9/2020 statement cycle which are submitted and final approved on a Travel Expense Report or Pcard Reconciliation Report by 5:00 PM, 6/19/2020 will be paid with FY2020 budget.
- Unreconciled Pcard charges for the 6/10/2020-7/9/2020 statement cycle will be paid with FY2021 budget.

Encumbrances

GU (A2000) Funds – if you need to initiate a purchase using GU funds (A2000) that will not be completed by 6/19/2020, 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 FY20 funds to occur in FY21. If all necessary information, **including a vendor quote**, is NOT received by 6/19/2020 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.