

# MEMORANDUM

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

**FROM:** Kristie Courtney, Director, Purchasing & Accts Payable Fiscal Operations  
Teresa Moore, Director of Accounting Operations, Michelle Locke, University Controller

**SUBJECT:** Purchasing/Payment Activity for the Remainder of Fiscal Year 2022

**DATE:** May 10, 2022

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 FY2022 and the beginning of FY2023. The deadlines have been established according to 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 2022 close deadlines.**

May 10, 2022	As of today, all new cell phone orders will be billed to FY 2023.
May 16, 2022	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. <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 2022 close deadline.</b>
May 27, 2022	5:00 PM - Final date to purchase FY2022 Telecommunications equipment.
May 27, 2022	5:00 PM - Final date to make conference calls to be billed in FY2022.
May 31, 2022	5:00 PM - Final date to submit FY2022 payroll funding changes to the payroll office.
June 15, 2022	5:00 PM - Final date to submit Pcard transactions for statement cycle 5/11/2022-6/9/2022.
June 17, 2022	4:00 PM - Final date for FY2022 Media Resources Center.
	4:00 PM - Final date for FY2022 Central Services Storeroom, Shocker Printing purchases and Post Office purchases.
	5:00 PM - Final date to submit budget adjustments to the Budget Office.

- June 20, 2022 5:00 PM - Final date fully approved Travel Expense, Invoices and Peard Reconciliation Reports in Chrome River will be posted against FY2022 budget.
- 5:00 PM - Final date to submit ICD's for purchase orders (partial or full) or direct payments (refund ICD's) to [accountspayable@wichita.edu](mailto:accountspayable@wichita.edu)
- 5:00 PM - Final date to submit FY2022 fund, organization or account correction(s) to [accountspayable@wichita.edu](mailto:accountspayable@wichita.edu)
- 5:00 PM - Final date to submit FY2022 Inter-Organizational Transfer Documents (IOTD's) to [accountspayable@wichita.edu](mailto:accountspayable@wichita.edu)
- June 20, 2022 5:00 PM - Final date to submit Banner requisitions for FY2022 (includes contract purchases) that do not require competitive bids, must be completed, and submitted with supporting documents and quotes to [purchasing.office@wichita.edu](mailto:purchasing.office@wichita.edu)
- June 23, 2022 5:00 PM - Final date to submit FY2022 departmental deposits to Accounts Receivable, including deposits from the Foundation.
- 5:00 PM - Final date to submit FY2022 Cash Transfer request.
- 5:00 PM - Accounts Receivable Banner (forms that begin with T) will be unavailable. TouchNet web deposits, Marketplace POS and CME are available.

#### **Business Procurement Card Charges**

- Transactions for the 5/11/2022-6/9/2022 statement cycle must be submitted by 5:00 PM, 6/15/2022. Peard Reconciliation Reports and Travel Expense Reports (containing Pcard charges) must be final approved by 5:00 PM, 6/20/2022. These will be paid with FY2022 budget.
- Transactions for the 6/10/2022-7/11/2022 statement cycle which are submitted and final approved on a Travel Expense Report or Pcard Reconciliation Report by 5:00 PM, 6/20/2022 will be paid with FY2022 budget.
- Unreconciled Pcard charges for the 6/10/2022-7/11/2022 statement cycle will be paid with FY2023 budget.

#### **Encumbrances**

GU (A2000) Funds – if you need to initiate a purchase using GU funds (A2000) that will not be completed by 6/20/2022, 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 FY22 funds to occur in FY23. If all necessary information, **including a vendor quote**, is NOT received by 6/20/2022 in the purchasing office, the requisition will be cancelled.

**Any questions concerning the above process should be directed to Kristie Courtney, Ext 5988.**