

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

SUBJECT: Purchasing/Payment Activity for the Remainder of Fiscal Year 2021

DATE: May 10, 2021

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 FY2021 and the beginning of FY2022. 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 2021 close deadlines.

May 10, 2021	As of today, all new cell phone orders will be billed to FY 2022.
May 14, 2021	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 2021 close deadline.
May 28, 2021	5:00 PM - Final date to purchase FY2021 Telecommunications equipment.
May 28, 2021	5:00 PM - Final date to make conference calls to be billed in FY2021.
June 1, 2021	5:00 PM - Final date to submit FY2021 payroll funding changes to the payroll office.
June 7, 2021	5:00 PM - Final date for Submittal of Budget Adjustments to the Budget Office.
June 11, 2021	5:00 PM - Final date to place FY2021 Central Services Storeroom special orders.
June 14, 2021	5:00 PM - Final date to submit Pcard transactions for statement cycle 5/12/2021-6/9/2021.
June 18, 2021	4:00 PM - Final date for FY2021 Media Resources Center and Post Office purchases.
	4:00 PM - Final date for FY2021 Central Services Storeroom and Shocker Printing purchases.

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

June 18, 2021	5:00 PM - Final date fully approved Travel Expense, Invoices and Pcard Reconciliation Reports in Chrome River will be posted against FY2021 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 5:00 PM - Final date to submit FY2021 fund, organization or account correction(s) to accountspayable@wichita.edu 5:00 PM - Final date to submit FY2021 Inter-Organizational Transfer Documents (IOTD's) to accountspayable@wichita.edu
June 18, 2021	5:00 PM - Final date to submit Banner requisitions for FY2021 (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.office@wichita.edu
June 23, 2021	5:00 PM - Final date to submit FY2021 departmental deposits to Accounts Receivable, including deposits from the Foundation. 5:00 PM - Final date to submit FY2021 Cash Transfer request.
June 24, 2021	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 5/12/2021-6/9/2021 statement cycle must be submitted by 5:00 PM, 6/14/2021. Pcard Reconciliation Reports and Travel Expense Reports (containing Pcard charges) must be final approved by 5:00 PM, 6/18/2021. These will be paid with FY2021 budget.
- Transactions for the 6/10/2021-7/9/2021 statement cycle which are submitted and final approved on a Travel Expense Report or Pcard Reconciliation Report by 5:00 PM, 6/18/2021 will be paid with FY2021 budget.
- Unreconciled Pcard charges for the 6/10/2021-7/9/2021 statement cycle will be paid with FY2022 budget.

Encumbrances

GU (A2000) Funds – if you need to initiate a purchase using GU funds (A2000) that will not be completed by 6/18/2021, 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 FY21 funds to occur in FY22. If all necessary information, **including a vendor quote**, is NOT received by 6/18/2021 in the purchasing office, the requisition will be cancelled.

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