MEMORANDUM

TO: All Departments
FROM: Purchasing
DATE: April 1, 2015
RE: 2014/2015 Year-end Purchasing Dates and Information

Reasons for deadlines:

Operational
To expense purchases against the correct fiscal year requires a review of all the purchasing related transactions that are not completed by June 30, 2014. There are many possible causes – missing receipts, invoices or payment approvals; open balances; insufficient encumbrances; etc. Typically, there are several hundred transactions that Accounts Payable and Purchasing staff members have to resolve on an item by item basis. It is time consuming and must be completed before the final SUNY year end close date. Purchasing deadlines help to reduce the number of these transactions.

Time Considerations
Purchases that must be advertised require a minimum ad period of three weeks plus additional time to make an award, finalize the purchase order/contract, and allow enough time to receive the product.

Budget
Planning ahead and making timely purchases will help us to monitor available funds, avoid budget overruns, and expense purchases to the correct budget year.

Good Business Practice
It is reasonable and necessary to have processes and procedures that separate expenditures by fiscal year. This is common practice for most organizations. All of us need to be accountable and responsible for the funds we manage. Having a short period of down time at the end of the fiscal years allows us to process requests, purchase orders and payments in a timely fashion. We appreciate your efforts to look ahead and plan your final purchases for the year.

Cut-off dates for 2014/2015 Purchase Requests

May 22, 2015
Purchases/Contracts with a value of $125,000 - $250,000 that will be paid out of current year funds.

May 29, 2015
Purchases/Contracts with a value of $50,000 - $125,000 that will be paid out of current year funds.

- Exceptions for Purchases with a value above $50,000
  - OGS Contracts and NYS Preferred Vendors
**Cut-off dates for 2014/2015 Purchase Requests (Cont.)**

**April 24, 2015**

Last day to request business cards, letterhead, notecards etc. (long lead times for these items)

**June 5, 2015**

Last day for requisitions for current year purchases under $50,000.

**Year End P-Card Dates**

Department p-cards will not be available from **Saturday, June 20, 2015 through Wednesday, July 8, 2015**. Cards will again be available for use Thursday, July 9th. Please remember that many vendors do not process the charge until the item actually ships. If you are making a p-card purchase in June, please ask the vendor when the charge will occur especially if you are planning to use current year funds. It is important to verify that there are sufficient funds available in your accounts to cover purchases made in May and June. Please be aware that any charge that appears on a procurement card statement after June 30th will be charged to the 2015-2016 budget allocation.

**Computer Hardware and Software**

Requests for new hardware and software forms should be submitted to the Associate Provost for Information Resources Office no later than **Friday, May 29, 2015**.

**Receiving Considerations**

The nature of the purchase or other circumstances could delay the purchase so it is advisable to submit requisitions as soon as possible. We cannot guarantee that they will all be processed and expensed in the current year.

Under certain conditions, the State Comptroller’s Office will allow the receipt of commodities after June 30, 2015 for orders placed in the current year. This applies to commodities that normally have long delivery lead times. The delivery should occur and an invoice be received by July 31, 2015.

Services that are ordered in the current year but not performed until the new fiscal year will be expensed in the year they are performed.

Routine commodities purchased with a Purchase Order should be received by June 26, 2015 to be expensed in the current year.
**Additional Comments**

We can begin work prior to July 2015 on purchases that require advertising and/or competitive bidding, are budgeted for 2015/2016, and are needed early in the new fiscal year. You should consult with Purchasing to determine a timeline for those purchases.

In the event of an urgent or unique situation, we will do our best to work with you to process those purchases.

Dates and dollar thresholds may change as circumstances dictate.

Thank you for your cooperation.