

MEMORANDUM

DATE: February 21, 2007

TO: Deans, Directors, and Department Heads

FROM: Tom Kaloupek
Director, Materials Management

RE: End-of-Fiscal-Year Procurements

Please distribute this memo to all employees in your department who have responsibility for supply and fiscal activities.

We are approaching the final quarter of our business year and it is time to plan for purchases and needs to be accomplished with current fiscal year funds. In order to allow for sufficient time to complete the procurement, receipt and payment cycle, requisitions should be received in Purchasing and IT Acquisitions by the following dates:

March 20: Requisitions citing Equipment Trust Funds (ETF).

April 6: All purchases valued over \$50,000 except computer hardware. All purchases of furniture and vehicles of any value.

April 27: All purchases valued under \$50,000 and all computer hardware of any value.

Purchasing and IT Acquisitions will continue to accept and act upon requisitions received after these dates. However, no assurance can be offered that the business cycle will be completed before the end of the fiscal year.

Other Important Dates

June 2: All incoming requisitions will be encumbered against FY 2008 funds unless an exception is requested.

June 18: Anticipated final date for processing of invoices against FY 2007 funds.