MEMORANDUM

TO: All UAF and SW Departments
FROM: John Hebard, Director
DATE: April 17, 2018
SUBJECT: FY18 Purchase Requisition Cut-Off Dates Fund 1 ONLY

**FUND 3 NOTE:** Fund 3 money does not lapse. However, the following dates should be observed as closely as possible to ensure adequate processing time during this busy season.

Fiscal year-end is fast approaching and the Procurement workload will be at its heaviest as nearly 200 departments rush to finish their FY18 purchases. Your assistance can help us handle the large purchase volume by starting now to schedule and plan your year-end purchases. The following schedule shows the deadlines for final requisition submittals. Meeting these dates, will help us meet everyone's needs.

Another way you can help is by making any allowable purchases with your ProCard, or by using BPO’s or LPO’s when the ProCard can’t be used.

**DO YOU HAVE ITEMS OR SERVICES REQUIRING BIDS OR QUOTES?**
Is there a purchase that you want to make if the funds become available? Remember, if necessary, we can begin the bid or quote process for you even if you don’t have the funds yet. Requisitions can be entered for $1 to start the competition process. Award can be made contingent on the receipt of funding. If you wait to enter a requisition until you receive the money, it may be too late to execute a solicitation properly.

**FUTURE YEAR ENTRY**
FY19 PR's may be entered into Banner by following the same instructions as in previous years. We will send another copy of these instructions out in April and they will be posted on our web page. It is anticipated that FY19 PR entry should be available by late April.

**PLEASE SHARE THIS NOTICE WITH YOUR STAFF AND FACULTY.**
# DEADLINES FOR FY18 PURCHASE REQUISITIONS

**NOTE:** This year June 30th falls on a Saturday. Therefore, the last business day for Procurement to complete purchase orders is Monday, June 25, 2018.

**FUND 3:** Fund 3 money does not lapse. Fund 3 PR’s are entered normally through June 30th. Give yourself, and us, extra time to process these purchases during the year end rush. Observing deadlines, submitting PR’s early, and providing good delivery date information is strongly advised. These PR’s must compete for processing time with the expiring Fund 1 requests and we want to avoid delays.

<table>
<thead>
<tr>
<th>TYPE OF PURCHASE</th>
<th>REQUISITION &amp; BACKUP DUE</th>
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<tbody>
<tr>
<td><strong>PURCHASES OVER $100,000:</strong> Except for Emergencies, Exemptions, or approved Sole Sources, these require a formal Invitation for Bid or Request for Proposal. This process may take 60 days or more to make an award.</td>
<td>APRIL 20, 2018</td>
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<td><strong>PURCHASES BETWEEN $10,000-$100,000:</strong> Except for Emergencies or approved Sole Sources, these require a written Request for Quotation and may take up to 30 days to award depending on complexity. UAF Procurement will secure all appropriate competition for requests over $10,000. RFQ’s will be expedited, if possible, by securing faxed responses or verbal quotes.</td>
<td>MAY 4, 2018</td>
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<td><strong>PURCHASES UNDER $10,000:</strong> These items do not require competition when entered on a requisition. However, a June 30 delivery should be realistic. Purchases under $5,000 should be made with the ProCard if possible.</td>
<td>JUNE 1, 2018</td>
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<td><strong>CHANGE ORDERS (INCREASES and DECREASES):</strong> Change orders to increase a PO to cover anticipated or actual expenses must be entered by this date. If a change order is needed to reduce funds on a PO in order to make those funds available for another purchase, please remember to observe the appropriate cut-off date(s) for those additional purchases.</td>
<td>JUNE 1, 2018</td>
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<td><strong>LIMITED PURCHASE ORDERS:</strong> LPOs are for local, in-stock items only. All FY18 LPOs must be entered into Banner by 5:00 PM. LPO and all attachments need to be received in Accounts Payable by July 7th. Subsequent LPOs will be processed against FY19.</td>
<td>JUNE 29, 2018</td>
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<td><strong>CALL NUMBERS:</strong> All Banner entry must be completed and the order placed by 5:00 PM. <strong>NOTE:</strong> Uncompleted Call Numbers will be charged against FY19 funds.</td>
<td>JUNE 29, 2018</td>
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**CAUTION:** Is your PR in NSF status? This means that it hasn’t been budget authorized. It will not show up in Procurement so we don’t know that it needs to be processed. Send your PR backup immediately by email to uaf- pcs-backup@alaska.edu. The order cannot be processed without it.

**PROCARD CHARGES:** ProCard purchases that post at the bank by July 1, 2018, will be charged to FY18. ProCard purchases that post at the bank after July 2, 2018, will be charged against FY19 funds. Back orders and purchases made in early July could cause charges to post to the wrong fiscal year.

**PROCUREMENT OFFICE SHUT DOWN FOR YEAR-END PROCESSING.** Banner will be up for other work; however, PRs will not be accepted by Procurement & Contract Services after 5:00 PM, Monday JUNE 25, 2018. The last business day for Procurement will be Friday June 29, 2018.