**MEMORANDUM**

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

**FROM**: Steven W. White, Director of Purchasing

**SUBJECT**: Purchasing Activity for the Remainder of Fiscal Year (FY) 2019

**DATE**: April 5, 2019

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 FY 2019 and the beginning of FY 2020. The deadlines have been established according 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 2019 close deadlines.**

April 5, 2019 Deadline for any construction or major repair projects that must be sent to Procurement and Contracts in Topeka, financed with funds that lapse on June 30, 2019 shall be received in Purchasing with Construction Documents 100% complete. The same deadlines apply to projects reviewed by Facilities Planning but bid by Procurement and Contracts that need to be bid prior to the next fiscal year.

April 19, 2019 Final Date for Submittal of Purchase Requisitions (including complete specifications) for items that need to be bid and estimated to be in excess of $50,000. **Items purchased using A0003 funds must be received & paid by fiscal year 2019 close deadline.**

May 3, 2019 Last day to order cell phones and be billed in FY2019.

May 17, 2019 Final Date for Submittal of 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 2019 close deadline.**

May31, 2019 Last day to make conference calls to be billed in FY2019.

June 5, 2019 Last day to purchase Telecommunications equipment to be billed in FY2019.

June 7, 2019 Final Date for placing special orders through Central Services Storeroom as FY2019 purchase.

June 20, 2019 Banner requisitions for FY 2019 (includes contract purchases) that do not require competitive bids, must be completed, approved and submitted **with all supporting documents** **and quotes** to Purchasing by 5:00 PM.

As soon as FY2019 Year-End Processing deadline information is received from the State of Kansas relative to expenditure processing, encumbrances, travel expense processing, etc., additional information will be provided in a follow-up memo.

Any questions concerning the above process should be directed to: Steven White (Purchasing) Ext 3782

**Business Procurement Card & Registration Account Card Charges**

* Transactions posted on your June 2019 statement will be paid with FY 2019 funds.
* Transactions posted after the June 2019 statement will be paid with FY 2020 funds.