YEAR END PROCEDURES –FEDERAL 2014 FUNDS

BUDGETED IN FEDERAL FISCAL YEAR ENDING SEPTEMBER 30, 2014

Requisitions are to be in 'Outstanding' status by the designated due date

Due date:	**Description:**
March 14, 2014	Requisition Deadline for Vehicles
May 16, 2014	Requisitions with a Procurement/Delivery Lead Time[#]: 120 + days
May 30, 2014	**Requisitions for** travel that will be incurred through June 30, 2014 *All travel prior to June 30th must be requisitioned prior to June 30th.* ***This guideline is regardless of funding source****.*
June 13, 2014	Requisitions with a Procurement/Delivery Lead Time: 90 days to 119 days
June 27, 2014	Requisitions with a Procurement/Delivery Lead Time: **60 days to 89 days***
June 30, 2014	**Reimbursement requests** due to AP for travel incurred through June 30, 2014
July 25, 2014	Requisitions with a Procurement/Delivery Lead Time: 30 days to 59 days
September 5, 2014	**ALL** Requisitions due to Purchasing (in outstanding status) *If it is anticipated that (a) supplies will be needed in September (such as feed or parts), and (b) a pCard will not be adequate to cover those needs, requisitions must be submitted based on anticipated needs. pCards are available in many areas and can be used for emergencies (building/life issues or equipment failure) after this date. If you are unsure of how to meet this requirement or have an emergency situation, contact Sandy Wells or Purchasing ASAP for assistance.*
September 30, 2014	**Reimbursement requests** due to AP for travel incurred through Sept. 30, 2014

[#] See document entitled Estimated Procurement/Delivery Lead Times for additional information
*Any commodity or service requiring issuance of a bid requires a lead time of at least 60-89 days.

Other Information and Dates

Date:	**Description:**
October 1, 2015 (estimated)	**Federal Year 15 requisition entry** may begin once budgets are available • Requisitions for **on-going services, contracted services**, etc. *Any regularly scheduled service (lawn care, pest control, utilities, etc) or completed contracts for Federal Year 15 (Oct to Sept) should have associated requisitions entered in October. Requests should reflect amounts needed for entire fiscal year, identify intended use/users and must not be likely to circumvent bidding requirements. Copies of contracts and/or quotes should accompany requests.* • Requisitions for **copier maintenance and lease payments** *To ensure uninterrupted coverage, requisitions should be submitted by October 15, 2014, cover the full expected expense for the upcoming fiscal year, identify the nature of the expense, and include all available machine information, including but not limited to: model #, serial #, estimated # of copies, location of machine, service level (gold, silver, etc), and departmental contact information.* • Requisitions for **blanket purchase orders** for Federal Year 15 *May be entered as needed. Requests should (a) reflect amount needed for entire federal year, (b) identify intended use and (c) must not be likely to circumvent bidding requirements. For small dollar blanket purchase orders, consider using a purchasing card instead.*