

Year-End Purchasing Guidelines

FY 2022 Funded Orders:

Orders using FY 2022 funding requiring a competitive solicitation must be submitted to Purchasing by 5/31/2022 to ensure completion by year-end.

Non-Catalog TechBuy orders using FY 2022 funding (not requiring competitive solicitation) must be submitted to Purchasing by 8/25/2022 to ensure completion by year-end.

Punch-Out and Catalog TechBuy orders using FY 2022 funding must be submitted to the vendor by 8/31/2022 to ensure completion by year-end.

Any order not completed by 8/31/2022 will be posted in September against FY 2023 funding.

Any award/PO/contract requiring approval at the August BOR meeting will need to be completed and ready for submission in advance of the BOR Agenda Book submission deadline (~June).

FY 2023 Funded Orders:

All FY 2023 orders must have an accounting date of 9/1/2022 or later and can be submitted starting 6/1/2022.

Orders needing to be in place on 9/1/2022 and requiring a competitive solicitation must be submitted to Purchasing for processing by 6/3/2022.

No TechBuy Punch-Out orders using FY 2023 funding may be entered/submitted prior to 9/1/2022.

Renewals based on existing FY 2022 orders must be submitted to Purchasing by 7/8/2022 to enable processing and completion by year-end (e.g., space and equipment rentals/leases, maintenance and service contracts, multiyear bid awards for commodities). To renew or extend, there must be a renewal option available and the contract/agreement must be active/available in FY 2023.

FY 2022 E&G Funds:

Encumbrances on E&G funds (funds that start with a 10) will **only roll forward one year**. The encumbrance established in FY 2021 should be expended by the second year, otherwise the encumbrances will systematically be closed on 7/29/2022.

To keep the funds available beyond 7/29/2022 requires action involving multiple departments, so if there is a legitimate business need to reestablish or keep the FY 2022 encumbrance open, please contact [Purchasing](#) no later than 7/25/2022.

The encumbrance roll process also rolls budget to the next year to cover the encumbrance. This budget can only be used for the associated encumbrance.

Releasing/closing prior fiscal year encumbrances on E&G funds does not release funding to be spent in the current fiscal year. When prior fiscal year encumbrances are closed, the associated budgets will also be reversed.