

Year End Purchasing Guidelines

FY2023 funded orders:

Orders using FY 2023 funding requiring a competitive solicitation must be submitted to Purchasing by 5/31/2023 to ensure completion by year-end.

Non-Catalog TechBuy orders using FY 2023 funding (not requiring competitive solicitation) must be submitted to Purchasing by 8/25/2023 to ensure completion by year-end.

Punch-out and Catalog TechBuy orders using FY2023 funding must be submitted to the vendor by 8/31/2023 to ensure completion by year-end.

Any order not completed by 8/31/2023 will be posted in September against FY 2024 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).

FY2024 funded orders:

All FY 2024 orders must have an accounting date of 9/01/2023 or later and can be submitted starting 06/01/2023.

Orders needing to be in place on 9/01/2023 requiring a competitive solicitation must be submitted to Purchasing for processing by 06/03/2023.

No TechBuy punch-out orders using FY 2024 funding may be entered/submitted prior to 9/01/2023.

Renewals based on existing FY2023 orders must be submitted to Purchasing by 7/07/2023 to enable processing and completion by year end. (Examples: 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 FY24.

FY2023 E&G Funds:

Encumbrances on E&G funds (funds that start with a 10) will **only roll one year**. The encumbrance should be expended by the second year otherwise the encumbrances will systematically be closed on 7/28/2023.

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.

To keep the funds available beyond 7/28/2023 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY23 encumbrance open please contact Purchasing no later than 7/25/2023.