

Year End Purchasing Guidelines

FY 2024 funded orders:

Orders using FY 2024 funding requiring a competitive solicitation must be submitted to Purchasing by 5/31/2024 to ensure completion by year-end.

Non-Catalog TechBuy orders using FY 2024 funding (not requiring competitive solicitation) must be submitted to Purchasing by 8/25/2024 to ensure completion by year-end.

Punch-out and Catalog TechBuy orders using FY 2024 funding must be submitted to the vendor by 8/31/2024 to ensure completion by year-end.

Any order not completed by 8/31/2024 will be posted in September against FY 2025 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 2025 funded orders:

All FY 2025 orders must have an accounting date of 9/1/2024 or later and can be submitted starting 5/31/2024.

Orders needing to be in place on 9/1/2024 requiring a competitive solicitation must be submitted to Purchasing for processing by 6/3/2024.

No TechBuy punch-out orders using FY 2025 funding may be entered/submitted prior to 9/1/2024.

Renewals based on existing FY 2024 orders must be submitted to Purchasing by 7/7/2024 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 FY 2025.

FY 2024 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 7/28/2024.

To keep the funds available beyond 7/28/2024 requires action involving multiple Departments, so if there is a legitimate business need to reestablish or keep the FY 2024 encumbrance open please contact Purchasing no later than 7/25/2024.

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.