

#### Deadlines for Current Year (FY2017) Purchase Requisitions

- April 14, 2017:** FY17 requisitions that require bidding (≥\$10k) and award of contract before July 1.  
*Notes: 1) All contracts that require a signed University-approved agreement, regardless of the dollar or bid thresholds must be submitted to Procurement and Contract Services for approval prior to the contract start date. 2) Any purchases/contracts requiring TBR approval (≥\$250k) must be completed and submitted to TBR by June 1, 2017, if the effective contract start date is July 1, 2017. 3) Any purchases/contracts requiring Fiscal Review approval (≥\$250k, sole source, and a term of more than 1 year) must be submitted to TBR 75 days in advance of the start date.*
- June 23, 2017:** FY17 requisitions that do not require bidding. Emergencies will be reviewed on a case-by-case basis.  
*Reminder: For purchases initiated in the current year (FY17), accrued expenses will be processed as follows:*
- *If goods/services are received on or before June 30, 2017, the expense will be posted in FY17*
  - *If goods/services are received after June 30, 2017, the expense will be posted in FY18*
- June 23, 2017:** Cancel, adjust or deobligate remaining balances on FY17 purchase orders. Review open purchase orders and enter a Change Order Request form in Tigerbuy to cancel, adjust or deobligate purchase orders.

#### Deadlines for Future Year (FY2018) Purchase Requisitions

- April 14-May 5, 2017:** FY18 requisitions (≥\$10k) that require bidding with an effective contract start date of July 1, 2017, to allow sufficient time for the bid process. *Note: All contracts that require a signed University-approved agreement, regardless of the dollar or bid thresholds must be submitted to Procurement and Contract Services for approval prior to the contract start date.*
- May 8, 2017 or after:** FY18 requisitions that do not require bidding with an effective contract start date of July 1 may be entered any time on or after May 8, 2017; however, resulting purchase orders will not be released and sent to the vendor until the start of the new fiscal year (on or around July 1, 2017). If a vendor requires early notification that a purchase order is forthcoming on July 1, advise Procurement & Contract Services so that a Letter of Intent can be sent to the vendor.
- The following process applies to entering future year (FY18) purchase requisitions mentioned above:*
1. *Access Tigerbuy e-Procurement System*
  2. *From April 14 – June 30, under the “Billing Options” section, change “Accounting Date” to July 1, 2017. On July 1, allow system to default to “no value.” Notice will be posted on the Tigerbuy Message Board and via email to active users indicating that the Accounting Date field can default to “no value.”*
- July 1, 2017 or after:** All other FY18 requisitions
- Note:** Pursuant to accounting and auditing standards, requisitions for maintenance, service, & license agreements must be charged to the year in which they are effective. Example: If a software license agreement is effective July 1, 2017 to June 30, 2018, the requisition must be entered and charged to FY18.

Thank you for your support with year-end processes. Please contact Procurement and Contract Services staff at 2265 if we can assist with your purchases. For your convenience, Tigerbuy Training may be scheduled through [Learning Curve](#) for anyone needing new or refresher training.