



FISCAL YEAR END PROCUREMENT DEADLINES

Please be aware that the following dates are deadlines to assure that purchases for this fiscal year's funds are properly completed and new contracts/purchase orders are in place for the beginning of next fiscal year. To meet the dates when a requisition must be received in Procurement Services, all workflow approvals must have occurred prior to that date. Due to the possibility of absences, program outages, workflow routing, etc., it is suggested that documents be prepared and approved at least five working days before the deadline. **Requisitions received after the following deadlines cannot be assured of being completed on time.**

FY2018 requisitions can be initiated starting on Wednesday, April 5, 2017.

Expending this year's remaining funds:

April 24, 2017 – If [competition](#) for goods, equipment or services is required, an approved purchase requisition and specifications must be received in Procurement Services no later than April 24, 2017. This includes proposed sole source procurements.

May 22, 2017 – If you have a purchase for goods or services not requiring [competition](#), an approved purchase requisition must be received in Procurement Services no later than May 22, 2017.

May 26, 2017 – Deadline to order HP configure-to-order (CTO) (special order) computers. An approved purchase requisition must be received in Procurement Services prior to May 26, 2017.

June 19, 2017 – Deadline to order HP standard configuration computers. An approved purchase requisition must be received in Procurement Services prior to June 19, 2017.

July 7, 2017 – Final day to reallocate PCard transactions into the current fiscal year.

Open Purchase Orders and Service Purchase Orders for fiscal year 2018:

May 8, 2017 – An approved requisition and any associated contract/agreement must be received in Procurement Services no later than May 8, 2017. Note: Requisitions submitted for the next fiscal year must reference Year 2018. In the Quali Requisition Document, select Year 2018 from the drop-down menu under the Document Overview tab (Financial Document Detail). Failure to do so may result in an encumbrance for fiscal year 2017. In addition, all requisitions for open purchase order/service purchase order should be set up as “No Quantity” at the line item under the Items tab.

Please contact Procurement Services for details on renewing open and service purchase orders.