



IMPORTANT FY08-09 YEAR END PURCHASING DATES

To comply with requirements for processing FY08-09 year end purchasing requests and to begin FY09-10 requests, the following dates have been established by the Purchasing and Distribution Services Department.

PB4 DOCUMENTS		
MAY 18 TH	First Day to Create PB4 Using New Fiscal Year Funding	(FY09-10 Funds)
JULY 17 TH	Last Day Dept Approved PB4s Over \$25,000 Can Be Submitted To Purchasing	(FY08-09 Funds)
AUGUST 7 TH	Last Day to Create PB4 Using Current Fiscal Year Funding	(FY08-09 Funds)
AUGUST 14 TH	Last Day Dept Approved PB4s Less than \$25,000 Can Be Submitted to Purchasing	(FY08-09 Funds)
PB0 DOCUMENTS		
AUGUST 29 TH	First Day to Create Using New Fiscal Year Funding	(FY09-10 Funds)
AUGUST 14 TH	Last Day to Create Using Current Fiscal Year Funding	(FY08-09 Funds)
AUGUST 17 TH	Last Day Final Dept Approval Can Occur	(FY08-09 Funds)
PB7 DOCUMENTS		
MAY 18 TH	First Day to Create Using New Fiscal Year Funding	(FY09-10 Funds)
AUGUST 7 TH	Last Day to Create Using Current Fiscal Year Funding	(FY08-09 Funds)
AUGUST 14 TH	Last Day Final Dept Approval Can Occur	(FY08-09 Funds)
PROCARD PURCHASES		
AUGUST 20 TH	Tentative Last Day to Purchase Utilizing Current Fiscal Year Funds Pending Financial Institution's Posting Dates	(FY08-09 Funds)

- Be aware that purchase requests using **FY09-10** funds may be submitted prior to Sept 1ST, but **MUST** have the following statement placed in the comments section:

“To be delivered and invoiced on or after September 1, 2009”

- Requests for State Contract Items to be delivered in FY09-10 cannot be encumbered with FY08-09 funds if contract expires prior to August 31st, 2009.
- Most software & high tech purchases require a signed agreement. Please allow additional time of at least one month, in addition to normal processing time, to process any purchase request requiring a signed agreement.
- Purchase requests received after the deadlines stated above will be processed as a FY09-10 purchase.

Please forward this important year end information to the appropriate personnel. If you have any question, please contact your appropriate Departmental Buyer or the Purchasing and Distribution Services Department at 210-458-4060.

Thank you,

Lane Brinson, C.P.M.
Purchasing Manager
The University of Texas at San Antonio