



May 15, 2006

NOTICE

END OF FISCAL YEAR DATES TO REMEMBER

To comply with requirements for the processing of the end Fiscal Year 2005-2006 purchase orders and new purchase order for Fiscal Year 2006-2007 the following dates have been established for receiving purchase requests in the Purchasing Office:

DATE	ACTION
May 22, 2006	First day to create PB4s & PB7s for fiscal year 2006-2007
July 7, 2006	Last day to submit purchase requests (PB4), in excess of \$25,000, to Purchasing, with all required approvals using fiscal year 2005-2006 non-state appropriated funds
August 4, 2006	Last day to submit all other purchase requests (PB4) to Purchasing, with all required approvals using fiscal year 2005-2006 funds.
August 28, 2006	Last day to create small dollar (PBO) transactions using 2005-2006 funds.
August 29, 2006	Last day to approve small dollar (PBO) transactions using 2005-2006 funds.
August 30, 2006	First day to create small dollar (PBO) transactions for fiscal year 2006-2007.

Purchase requests to be funded out of fiscal year 2006-2007 funds may be submitted prior to September 1, 2006, for purchases to be delivered and invoiced on or after September 1, 2006. Requisitions payable from 2006-2007 funds must include the following statement:

“To be invoiced and delivered on or after September 1, 2006”

Requisitions for State Contract items cannot be encumbered with 2006-2007 funds if the contract expires on or before August 31, 2006.

Fiscal year 2007 purchase requests should have purchase request numbers beginning with the prefix 07.

REMINDER: If your purchase is going to involve entering into a contract/agreement with a vendor, negotiations take a minimum of one month.

NOTE: When submitting a purchase request electronically for fiscal year 2007, please remember to change the fiscal year in Point Plus to 06-07.

Please forward this information to the appropriate personnel. If you have any questions, please do not hesitate to contact the Purchasing Office Buyer assigned to your department.