PURCHASING & DISTRIBUTION SERVICES
Purchasing and Distribution Services

CONTACT INFORMATION

Primary Method of Communication –
E-mail: purchasing@utsa.edu

Main line: 458-4060
Fax line: 458-4061

Website: Purchasing and Distribution Services
Purchasing & Distribution Services

IMPORTANT FY14-15 YEAR-END DATES

| July 17th  | Last day Purchasing will accept approved requisitions **Over $25,000** using FY14-15 Funds* |
| August 14th | Last day Purchasing will accept approved requisitions **More than $5,000 and up to $25,000** using FY14-15 Funds* |

*Requisitions must have all SharePoint approvals (including Grants, Animal Labs and/or Environmental Health Safety and Risk Management), and created in PeopleSoft (approved with a valid budget) before midnight of deadline.

**Note:** Purchasing **will not** process any requisition received after the deadlines stated above. Orders received after these deadlines will be returned and asked to be recreated on Sept. 1st.

Dates for creating FY16 purchases, prior to 9/1, have not been established. Updates will be posted on the Purchasing website (under announcements section).

*Purchasing Website Link*
Purchasing & Distribution Services

PO Roll Function

- In PeopleSoft, PO’s can be rolled* between fiscal years.
  *Note, this was an untested process last fiscal year.

- The PO Roll process is completed in two stages
  - **Stage 1:** Disencumbering Funds in FY15
    - PO Remaining Balances* will liquidate in FY15
    - Ex. If PO = $1000.00, Payments = $600.00, then
      Remaining Balance* = $400.00  *Balance for PO Roll
  - **Stage 2:** Encumber Funds in FY16

- Purchase Orders that are not “Dispatched” by 8/31 cannot roll and will need to be recreated 9/1 (including the requisition).
Departments should start reviewing current PO encumbrance balance and identify which PO’s should roll into FY16 and those that can be closed/liquidated before year end.

Run PeopleSoft query, UTS_PO_Open_Enc_CC, to review PO encumbrance balance (prompt by cost center or dept. ID) for FY15.

Departments must send an email to the Purchasing Office (purchasing@utsa.edu) by August 19th with a list of PO’s which the encumbrance should remain open and rolled into FY16.

If no notification is received by the deadline above, Purchasing will automatically close the PO before year end.

*If no notification is received and the PO is closed but the department needs the encumbrance, it will be responsibility of the department to recreate the requisition in the new fiscal year, using FY16 funds.

**PO’s created after July1st will be rolled automatically into FY16, Departments should focus on reviewing PO encumbrance balances from 9/1/14 through 6/30/15.