## BUSINESS SERVICES MEMORANDUM

**DATE:** March 3, 2014

**TO:** All Faculty/Staff

**FROM:** Purchasing Department

**SUBJECT:** CUTOFF DATES FOR PURCHASES

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In order to allow sufficient time for processing and delivery of purchases during this fiscal year, the following cut-off dates have been established:

Equipment/Furniture purchases: April 4, 2014

General supplies: April 18, 2014

Pre-approved confirming requisitions with invoices: May 9, 2014

Last day to charge against a blanket order: June 6, 2014

Last day to order Office Max/Office Depot: June 6, 2014

Warehouse purchases: (i.e. copy paper, etc.)

June 6, 2014

Closure of blanket orders: June 20, 2014

Trip reimbursement deadline: June 20, 2014

Please allow sufficient time for requests to be approved in order to reach Purchasing by the cut-off dates.

No carryover purchase orders will be allowed at the end of the fiscal year. Carryovers are orders placed, but not received at the close of the fiscal year.

Purchases not received by June 30, 2014 will be reissued and charged to the new fiscal year department funds unless the department specifies that the order be canceled and there is sufficient time to do so.