

PURCHASING MEMORANDUM

DATE: March 8, 2022
TO: All Faculty/Staff
FROM: Purchasing
SUBJECT: PURCHASING CUT-OFF DATES

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 1, 2022
General supplies:	April 22, 2022
Deadline for confirming requisitions with invoices:	May 6, 2022
Last day to charge against or modify blanket order:	May 27, 2022
Last day to order Amazon/Office Depot Supplies:	May 27, 2022
Warehouse purchases: (i.e. copy paper, etc.)	June 10, 2022
Travel/mileage/reimbursement request deadline:	June 10, 2022

Please allow sufficient time for requisitions to be approved and routed to Purchasing by the listed 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, 2022 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.

Please make sure all receipts and invoices are promptly approved and forwarded for payment as quickly as possible.

Thank you.