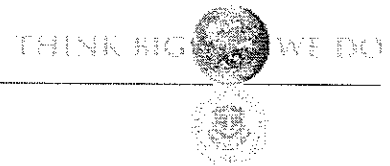


THE  
UNIVERSITY  
OF RHODE ISLAND


DIVISION OF  
ADMINISTRATION  
AND FINANCE



**PURCHASING DEPARTMENT**

581 Plains Road, Suite 3, Kingston, RI 02881 USA p: 401.874.2171 f: 401.874.2306 uri.edu/purchasing

**TO:** Deans, Directors, Department Heads, Business Managers and Departmental Secretaries

**FROM:** Betty Gil  
Director of Purchasing 

**DATE:** February 4, 2011

**SUBJECT:** Fiscal Year 10-11 & 11-12 Deadlines

As in the past, in order for the University Purchasing Department to address the large number of transactions which occur at the end of the fiscal year, the following schedule has been established.

- March 8, 2011:
  - FY 2011-2012 Blanket Requisitions
- April 5, 2011
  - Purchases in excess of \$5,000 with delivery up to 6/30/11
- May 20, 2011
  - FY 2010-2011 requisitions
    - Purchases less than or equal to \$5,000 with delivery up to 6/30/11
    - Purchases on a Master Price Agreement (MPA)
    - Change orders
- June 30, 2011 - Limited Value Purchase Order (LVPO). Departments may continue to process LVPO's up to 6/30/11 as long as the goods or services are received by URI on or before 6/30/11 and the proper documentation is received by General Accounting by 4:00 pm on 7/8/11.
- June 30, 2011 – Delivery of goods/services required in order for FY10-11 to be charged. If delivery of goods/services are received after June 30, 2011, your FY 2011-2012 budget will be charged for those items.
- Internal Requisition year-end deadlines may be different, please check with the Internal Vendor.

Requisitions for Blanket Purchase Orders should indicate the blanket period on the requisition and please reference the prior PO number. Whenever possible Blanket Purchase Orders/Price Agreement requests to cover multi-year periods should be considered.

Requisitions for new Blanket Purchase Orders which cover periods other than the state fiscal year (FYE 6/30), should be submitted to the University Purchasing Office at least **ninety (90) days** prior to the expiration date of the current Purchase Order/Price Agreement.

In order to allow sufficient time to meet new purchases for the current fiscal year, it is imperative that requisitions be submitted in accordance with the above schedule. Only goods and services received or rendered before 6/30/11 will be charged against the current year. Walk-throughs, unless emergencies, will not be processed during the period of May 21, 2011 through June 30, 2011.

Emergencies are defined as unanticipated expenditures and do not include expenditures for events which occur every year. Failure to anticipate needs does not constitute an emergency. The Purchasing Department will make the final determination on whether a specific request is an emergency.

Please make sure to complete all fields on the college requisition and attach the proper documentation to avoid any unnecessary delays.

If you have any questions, please contact the Purchasing Department at x4-2171.

Thank you for your cooperation in this important process.