



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

FROM: Betty Gil
Director of Purchasing

DATE: January 24, 2014

SUBJECT: Fiscal Year 13-14 & 14-15 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.

Please note: When processing requisitions for the new fiscal year please make sure to select the appropriate “**due date**” and “**budget date**”. Please refer to the on-line requisitions manual(s) - <http://web.uri.edu/purchasing/on-line-requisitioning/>

- March 7, 2014
 - FY 2014-2015 Blanket Requisitions
- April 7, 2014
 - Purchases in excess of \$5,000 with delivery up to 6/30/14
- May 16, 2014
 - Fiscal Year 2013-2014 college requisitions
 - Purchases less than or equal to \$5,000 with delivery up to 6/30/14
 - Purchases on a Master Price Agreement (MPA)
 - Change Orders
- June 30, 2014 – Limited Value Purchase (LVPO). Departments may continue to process LVPO’s up to 6/30/14 as long as the goods or services are received by URI on or before 6/30/14. Please refer to the URI Controller’s web site at <http://web.uri.edu/controller/> for Accounts Payable Year End Close Deadlines.

- June 30, 2014 – Delivery of goods/services required in order for FY13-14 to be charged. If delivery of goods/services are received after June 30, 2014, your FY 2014-2015 budget will be charged for those items.
- Internal Vendor Requisition year-end deadlines may be different, please check with the Internal Vendor.
- 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 on or before 6/30/14 will be charged against the current year.

College requisitions received after the May 16, 2014 date with a due date and/or budget date in the current fiscal year will be returned unless, of course, an emergency situation exists in which case an emergency justification must be attached to the requisition.

If you have any questions, please contact the Purchasing Department at x42171.

Thank you for your cooperation.