

**THE
UNIVERSITY
OF RHODE ISLAND**

**DIVISION OF
ADMINISTRATION
AND FINANCE**

THINK BIG  WE DO™

PURCHASING DEPARTMENT

10 Tootell Road, Suite 3, Kingston, RI 02881 USA

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uri.edu/purchasing



TO: URI Community

FROM: Tracey Angell
Interim Director of Purchasing

DATE: February 9, 2018

SUBJECT: Fiscal Year 17-18 & 18-19 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 16, 2018
 - FY 2018-2019 Blanket Requisitions
- April 2, 2018
 - Purchases in excess of \$5,000 with delivery up to 6/30/18
- April 18, 2018
 - Change Orders to State Awards
- May 11, 2018
 - Fiscal Year 2017-2018 college requisitions
 - Purchases less than or equal to \$5,000 with delivery up to 6/30/18
 - Purchases on a Master Price Agreement (MPA) (If allowable within the MPA restrictions; i.e. MPA 345 Dell purchases up to \$100,000, etc.)
 - Change Orders to non-State Awards
- June 30, 2018 – Limited Value Purchase (LVPO). Departments may continue to process LVPO’s up to 6/30/18 as long as the goods or services are received by URI on or before 6/30/18. Please refer to the URI Controller’s web site at <https://web.uri.edu/controller/news/> for Accounts Payable Year End Close Deadlines.

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- June 30, 2018 – Delivery of goods/services required in order for FY17-18 to be charged. If delivery of goods/services are received after June 30, 2018, your FY 2018-2019 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 **sixty (60) 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 6/30/18 will be charged against the current year.

College requisitions received after the May 11, 2018 date with a due date and/or budget date in the current fiscal year will be at risk for the ability to process and receive goods or services this fiscal year. The only exception to this is of course, is if an emergency situation exists. Please refer to the Purchasing manual, located on our website, for emergency procedures:

<https://web.uri.edu/purchasing/files/2.6-PURCHMAN-EMERGENCY-9-13.pdf>

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

Thank you for your cooperation.