

**THE
UNIVERSITY
OF RHODE ISLAND**

**DIVISION OF
ADMINISTRATION
AND FINANCE**

THINK BIG  WE DO™

PURCHASING DEPARTMENT

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uri.edu/purchasing



TO: URI Community

FROM: Tracey Angell
Director of Purchasing

DATE: February 25, 2019

SUBJECT: Fiscal Year 18-19 & 19-20 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/>

- April 1, 2019
 - FY 2019-2020 Blanket Requisitions; please note that whenever possible Blanket Purchase Orders/Price Agreement requests to cover multi-year periods should be considered.
- April 12, 2019
 - Purchases in excess of \$5,000 with delivery up to 6/30/19
- April 30, 2019
 - Change Orders to State Awards
- May 17, 2019
 - Fiscal Year 2018-2019 college requisitions
 - Purchases less than or equal to \$5,000 with delivery up to 6/30/19
 - Purchases on a Master Price Agreement (MPA) in excess of \$5,000
 - Change Orders to non-State Awards
- June 30, 2019 – Limited Value Purchase (LVPO). Departments may continue to process LVPO’s up to 6/30/19 as long as the goods or services are received by URI on or before 6/30/19. Please refer to the URI Controller’s web site at <https://web.uri.edu/controller/news/> for Accounts Payable Year End Close Deadlines.



- June 30, 2019 – Delivery of goods/services required in order for FY18-19 to be charged. Only goods and services received or rendered on or before 6/30/19 will be charged against the current year. If delivery of goods/services are received after June 30, 2019, your FY 2019-2020 budget will be charged for those items.
- Additional time should also be allotted for contracts or agreements that require review of legal counsel and signature by an authorized individual. See <https://web.uri.edu/budget/files/Signature-Authorization-Policy-FINAL-revised-11.28.18.pdf>
- 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.

College requisitions received after the dates indicated 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>

Also, we would like to communicate the following with regard to Internal Vendor Purchases:

- Internal Vendor Requisition year-end deadlines may be different than previously shown, please check with the Internal Vendor.
- Facilities Services:
 - Keys: IV requisitions for keys should be processed as needed and should **NOT** be submitted as a blanket requisition.
- Dining Services:
 - Ram Account: Requests for Ram Cards do **NOT** need to be a blanket requisition as this is a *one time* transfer of funds to the Ram Card. Please just make sure to indicate the appropriate period of time the card is to be active and that the funds are budgeted in the appropriate year.
 - Catering: Departments who *routinely* utilize catering services are encouraged to initiate a Blanket PO with Dining for this purpose. Funds should be encumbered for the anticipated annual spend and can be adjusted as the year proceeds. Individual requests should be processed using an IV requisition to generate a one-time PO.

If you have any questions, please contact the Purchasing Department at x42171. Thank you for your cooperation.