



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

FROM: Betty Gil
Director of Purchasing

DATE: February 4, 2008

SUBJECT: Fiscal Year 07-08 & 08-09 Deadlines

In order to meet the deadline requirements of the State Division of Purchases and the University Purchasing Department for purchases where delivery is required this fiscal year and blanket purchase orders to begin 7/1/08, the following schedule has been established.

- March 6, 2008:
 - FY 2007-2008 Requisitions in excess of \$5,000 and **not** within our delegated authority.
 - FY 2008-2009 Blanket Requisitions
- May 22, 2008
 - FY 2007-2008 requisitions
 - Less than or equal to \$5,000
 - On a Master Price Agreement (MPA)
 - In excess of \$5,000 and within our delegated authority
 - Change orders
- June 30, 2008 - Limited Value Purchase Order (LVPO). Departments may continue to process LVPO's up to 6/30/08 as long as the goods or services are received by URI on or before 6/30/08 and the proper documentation is received by General Accounting by 4:00 pm on 7/9/08.
- June 30, 2008 – Delivery of goods/services required in order for FY07-08 to be charged. If delivery of goods/services are received after June 30, 2008, your FY 2008-2009 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. Attach a copy of your previous Blanket Purchase Order or reference the PO number. Whenever possible Blanket Purchase Orders/Price Agreement requests to cover multi-year periods should be considered.

Requisitions for new Blanket Purchase Orders or Price Agreements, 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.

Note: This year we will be distributing all copies of the new fiscal year purchase orders upon issuance (via e-mail to departments). These purchase orders will include a note to the vendor "Goods or Services can only be delivered and/or performed during the period indicated above".

Requisitions that require the issuance of a Purchase Order and submitted after the deadline of May 22, 2008 will be charged against funds of the 2008-2009 fiscal year. Only goods and services received or rendered before June 30, 2008 will be charged against the current year. Walk-throughs, unless emergencies, will not be processed during the period of May 22, 2008 through June 30, 2008.

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.

A complete listing of the delegated authority is described in Section 5 of the Board of Governors for Higher Education Procurement Regulations located at www.uri.edu/purchasing.

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

Thank you for your cooperation in this important process.