To: All Departments  
From: Procurement Services  
Date: March 3, 2016  
Re: 2016 Fiscal Year-End Purchasing Information

Fiscal year (FY)-end is rapidly approaching. Your cooperation and timely processing of year-end purchases is important. Please distribute the information below to all areas in your department.

Here is how you can help us successfully close out FY16:

- Please complete FY16 requisitions that do not require going out for bid of supplies, equipment, or services WELL BEFORE year end (June 3, 2016). Items after June 3rd will be FY17.
- Allow sufficient lead-time to process transactions, and to encumber FY 2017 budgets.
- Ensure you indicate on the applicable form within GrizMart whether the expenditure of funds is for FY16 or next FY.
- NOTE: You cannot split a purchase between FYs unless it’s a legitimate prepaid expense.
- For all GrizMart requisitions involving next FY please ensure you change the transaction date (formerly AcctDate) field to reflect a date of 7/1/2016 or later. To understand how to do this in GrizMart, please visit frequently asked question (FAQ) #21 on our GrizMart Customer Support Portal.

No later than April 1st, 2016

- Submit requisitions exceeding $500K.

No later than May 1st, 2016

Requests for bids:

- Submit requisitions less than $500K that that are not term contract items or not from one of our GrizMart participating vendors (competitive bid, limited solicitation, sole source, contract service, software, maintenance of equipment, etc.)

Photocopiers

- Complete the Photocopier Maintenance Request Form in GrizMart to renew or cancel maintenance on any owned or leased photocopiers (required annually).

No later than June 3rd, 2016

- Submit requisitions less than $500K for term contract items or from one of our GrizMart participating vendors. No bid requests.
- Complete ProCard transactions for FY16.

We appreciate your support and look forward to a smooth and successful 2016 FYE. If you need assistance or clarification on any of the above please contact Procurement Services.

Please understand that if you are unable to meet the deadlines noted above, we cannot guarantee that we will be able to process your request in this fiscal year.

Best Regards,

Bob Hlynosky

Procurement Services