To: All Departments  
From: Procurement Services  
Date: March 1, 2022  
Re: 2022 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 FY22:**

- Please complete FY22 requisitions that do not require going out for bid of supplies, equipment, or services **WELL BEFORE** year end (*May 1, 2022 ideally*). Items on or after May 1st will have good chance of being completed in FY23.

- Ensure you indicate on the applicable form within GrizMart whether the expenditure of funds is for FY22 or next FY.

- FY23 Requisitions entered in FY22, please enter 07/01/2022 as the transaction date.

- **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 7/1/2022 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, 2022 – FY22 only**

- Submit requisitions exceeding $500K.

- Requests for bids in RFP or IFB format – bids after this date will be FY23 and may be delayed in issuance

**No later than May 1st, 2022 – FY22 items only**

- 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 equip, etc.)

**Photocopiers on items not centralized through Fisher’s, Outstanding and renewing only no new – Bob** bob.hlynosky@mso.umt.edu

- Complete the Photocopier Maintenance Request Form in GrizMart to renew or cancel maintenance on any owned or leased photocopiers (req. annually). These are only copiers that were exceptions from the centralized print project

**No later than May 31st, 2022**

- Submit requisitions less than $500K for contracted items or from one of our GrizMart participating vendors (punchouts).

- Complete ProCard transactions for FY22.

We appreciate your support and look forward to a smooth and successful 2022 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