



BRANDEIS UNIVERSITY

Office of Procurement Services

TO: Brandeis Community
FROM: Ed Perkins, Director of Procurement Services
SUBJECT: Year End Dates for Purchasing of Goods and Services
DATE: May 4, 2011

As we approach the end of fiscal year 2011, the following is a list of important dates to consider as you plan your purchases of goods and services through year-end. We appreciate your cooperation in adhering to the dates provided. Our goal is to allow Procurement Services enough time to service your needs appropriately and allow for a timely close of the budget for the fiscal year. The dates below do not apply to personal reimbursements or other payment requests processed directly through Accounts Payable. Additional information on year-end cut off dates for these items will follow from the Controller's Office.

May 16, 2011– Last day to submit requisitions for FY-11 non-grant purchase orders

This will be the final date that Procurement Services will accept any requisitions for FY11 funds. Any requisitions submitted after this date will be held until July 1, 2011. This will allow us ample time to order your goods, and receive them prior to the end of the fiscal year. Please note however, that if you are ordering something with a long lead time, be sure to speak to us as soon as possible to ensure receipt of goods prior to year end. If you have an emergency after May 16th and need to make a purchase, please contact Procurement Services.

June 17, 2011 – Last day to submit an invoice associated with an FY11 purchase order

All invoices associated with Purchase Orders need to be received in Procurement Services *by* June 17th in order to ensure that they are processed prior to year-end.

June 24, 2011 – Last day to order from Staples (eway.com)

We will accept orders for Staples through our office supply ordering system until Friday, June 24th. This will allow us enough time to have your supplies ordered, received, and invoiced prior to year-end. Orders made after Friday June 24th will be processed in FY12.

June 24, 2011 – Last day for PCARD transactions

Any transactions POSTED to the PaymentNet system by June 24th will be posted to the FY11 budget. Any transactions posted after that date will be posted to the FY2012 budget. In making any last minute PCARD purchases, please keep in mind that some vendors may take up to a week to post their transactions to PaymentNet. Please note: You will have until Thursday, June 30th to reallocate posted transactions for June 24th before they are fed into PeopleSoft on Monday July 5th.

June 24, 2011 – Last day for Fisher Scientific on-line and Lab Supplies Stockroom inventory purchases to be RECEIVED for payment in FY11.

Any goods RECEIVED from the Lab Supplies Stockroom inventory or the Fisher Scientific System on or before June 24th will be posted to the FY11 budget. Any goods received after that date will be posted to FY12.

Please note: Grant related blanket orders with an end date after June 30th will automatically roll into the next fiscal year providing dollars are still available for purchase. Non-grant related blanket orders automatically end on June 30th and must be renewed for the next fiscal year. If you wish to create a new blanket order for FY12, please submit a requisition by Friday, June 24th in order to ensure it is available for use on July 1st.

Again, we thank you for your cooperation. If you have any questions about this memo, please feel free to contact Procurement Services at 6-4505 at 60 Turner St.