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To: All Departments

From: Loretta Bemis, Asst. V.P. Financial Affairs

Date: May 7, 2012

Re: 2012 Fiscal Year End Dates for Purchasing Goods and Services

The end of the fiscal year is approaching. Please pay attention to the following dates as you plan your purchases for goods and services. The dates below do not apply to personal reimbursements or other payment requests submitted to Accounts Payable. Additional information on year end cut off dates for these and other items will follow from the University Controller. If you have any questions about the following dates, please contact Procurement Services at 6-4505 or email them at requisitions@list.brandeis.edu

Monday May 14, 2012

This is the last day to submit requisitions to Procurement for all goods and services purchased with non-grant funds for fiscal year 2012. Requisitions received after this date will not be processed until after July 1st and will be encumbered against your fiscal year 2013 funds. If you have an emergency after May 14th, please contact Procurement Services.

Friday June 15, 2012

This is the last day for receipt of an invoice in Accounts Payable that is associated with a purchase order.

Friday June 22, 2012

This is the last business day:

- To place an order through EWay (Staples) or the marketplace. Orders after this date will be charged in fiscal year 2013.
- To order goods from the Lab Supplies Stockroom inventory or the Fisher Scientific System. Any goods ordered after this date will be charged to fiscal year 2013.
- To record Fiscal 2012 pcard transactions that POST to PaymentNet. Pcard transactions that POST after this date will be fed into fiscal year 2013. You will have until Thursday June 28th to reallocate or approve POSTED pcard transactions in PaymentNet before they are charged to fiscal year 2012.

Please note: Blanket orders automatically end on June 30th and must be renewed for the next fiscal year. A separate notice with instructions will be sent to each requisitioner within the next few weeks.