The fiscal year close is approaching. In order to help you plan your end-of-the-year purchases, here are some important dates to remember:

**Dates to Watch: June 8, June 15, June 28, and June 29**

Electronic and paper requisitions to the Purchasing Department

- The cutoff date for submitting electronic and paper requisitions to the Purchasing Department for fiscal year closing is 5:00 pm on June 15, 2011.
  - Please ensure that all requisitions include the proper supporting documentation.
  - Please clearly state if the purchase is being procured with grant funds that cannot be carried forward to the next fiscal year, such as a U54 grant. Purchasing will do its best to make these purchases a high priority.
  - If the requisition involves a contract that requires review and/or signature, the contract must be submitted along with the requisition and supporting documentation no later than 5:00 pm on June 8, 2011. This will allow time for possible additional review by the Office of General Counsel.
  - Please pay particular attention to purchases of software licenses, which can occasionally have a protracted processing time (see the guide on how to purchase software licenses).
  - Any requisition received by Purchasing after June 15, 2011 is not guaranteed to be processed prior to the end of the fiscal year.

PantherBuy Orders

- The cutoff date for PantherBuy orders for fiscal year closing is 5:00 pm on June 28, 2011.
  - All PantherBuy orders must be approved and sent to the supplier by 5:00 pm on June 28, 2011.
  - For all PantherBuy orders or invoices pending $5000 OK to Pay: Payments must be approved by 5:00 pm on June 28, 2011.
  - Vendor invoices received that do not match a University purchase order will not be paid. Any invoice discrepancy not resolved by June 29, 2011 will not affect departmental budgets until fiscal year 2012.
  - Outstanding back ordered items or invoices from an electronic invoicing supplier not received by June 29, 2011 will not affect departmental budgets until fiscal year 2012.
  - Note: Purchase order amounts are not reflected on your level reports until an electronic invoice is received in PantherBuy from the vendor. Vendors do not submit electronic invoices to the University until the items are received by the department.

If you have any questions regarding these processes, please submit a web inquiry.