



ADMINISTRATIVE
POLICIES AND PROCEDURES MANUAL

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SUBJECT
PURCHASING

SUB-TOPIC

FISCAL YEAR-END ORDERS

Historically, the Purchasing Department experiences a peak period of activity near the end of each fiscal year due primarily to a general requisitioner practice of waiting until the end of a fiscal year to submit final purchase requests for goods and services. Due to the increased workload in the latter months of any fiscal year, Purchasing may require more than the normal two (2) to sixty (60) day cycle to handle purchase requisitions during this period.

Requisitions submitted during this late period can be for the expenditure of appropriations either from the current or subsequent fiscal year and the following instructions **must** be followed to ensure proper processing.

- A. **For Current Fiscal Year Appropriations:** It takes thirty (30) to sixty (60) days to process an open market requisition through the General Services Commission under routine circumstances. Therefore, with the increased workload near the end of the fiscal year, requisitions to be paid from current year appropriations must be received by Purchasing no later than the middle of June. The exact deadline is established each Spring by the Director of Procurement Management in conjunction with the General Services Commission.

If such requisitions are not received on or before the deadline, Purchasing may not have sufficient time to process the order through the General Services Commission. If this is the case, the requisition may be returned to the requisitioner, who will have to resubmit the request as a "next fiscal year" requisition. This action will necessitate payment of the requested items from the subsequent year's appropriations.



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FISCAL YEAR-END ORDERS - Continued

- B. **For Subsequent Fiscal Year Appropriations:** Requisitions may have to be submitted prior to the end of a fiscal year for purchases which are to be paid from the subsequent fiscal year's funds due to a long lead time and the necessity of having the merchandise available at the beginning of the school year. If this is the case, the requisition must be marked above the "Delivery Date Required" with the annotation "**For Delivery and Invoicing After September 1,**" (see Exhibit E12). Purchase requisitions for classroom materials should be submitted at least two (2) months prior to the date they will be needed.