

To: Fiscal Managers and WrightBuy users
From: Procurement & Contract Services
Date: March 28, 2023

RE: Deadlines for End of Fiscal Year and BoT Meetings

Procurement and Contract Services will be continuing deadlines for end of FY23 transactions to allow for more efficient and timely processing of all submissions. These changes have improved the hand-off of functions between Procurement and Accounts Payable.

- All new **requisitions** or change orders for payment in FY23 (prior to June 30, 2023) must be submitted in WrightBuy no later than June 4th.
- All new **contracts or agreements** must be submitted to Andre' Butler by May 15th to allow for negotiations with vendors.
- Invoices should be input into AP Portal by June 22, 2023 for payment by June 28, 2023. Only invoices due will be paid, not all invoices received. After these dates, all invoices must continue to be submitted by the department to AP for entry into Banner. Departments **MUST NOT** hold invoices.
- Requests for Purchase Orders to be closed or disencumbered by end of fiscal year 2023 no later than June 4th. It is the department's responsibility to make sure all invoices have been submitted to AP and paid before requesting a PO be disencumbered and closed.
- *Pre-paid FOAP* is to only be used if the supplier must have payment by July 1 or a PO by July 1 such that access to the service would be shut off. If you need the pre-paid FOAP for either of these scenarios please discuss with your Fiscal Manager by May 31st. Note, AP has to have the departmental FOAP on the requisition to charge back to in the new fiscal year. This seems to be left off at times and causes issues for AP.

If you get the submission in by these deadlines we will get it processed, if the deadline is missed we will do our best to process the request by June 30th but we cannot guarantee it.

Emergency situations will be worked through with the requestor on a case-by-case basis. Emergencies are considered to be unforeseeable and outside the control of the University.