

MEMORANDUM

TO: Deans
Vice Presidents
Department Chairpersons
Directors and Facility Administrators
Department Administrators

FROM: Thomas W. Kenyon, Jr.
Vice President for Supply Chain Management

SUBJECT: **Requisition Procedures for FY 2008 Year-end Closing**

DATE: April 3, 2008

Listed below is the Fiscal Year 2008 year-end closing procedure for the entry of purchase requisitions into the BANNER Finance System and information relating to Fiscal Year 2009 orders.

Fiscal Year 2008 Requisitions – Non-Restricted Indexes

All FY 2008 requisitions for \$24,000 or more, including requisitions for FY 2008 waiver requests, must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, April 25, 2008. Requisitions for less than \$24,000 must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, June 13, 2008. Requisitions submitted after June 13, 2008 will be processed as FY 2009 transactions. Exceptions will be reviewed by purchasing management on a case-by-case basis.

Fiscal Year 2008 Requisitions – Restricted Indexes

FY 2008 requisitions over \$24,000 with restricted indexes, including requisitions for FY 2008 waiver requests, must be approved by your fiscal representative and received in Purchasing Services by the close of business Friday, April 25, 2008. FY 2008 requisitions under \$24,000 must be received by Friday, June 13, 2008. Requisitions received after June 13, 2008 will be processed as FY 2009 transactions. Exceptions will be reviewed by purchasing management on a case-by-case basis.

Express PO

Requestors are strongly encouraged to use the Express Purchase Order Process for all requirements with a value limit of \$2500 or less. Express Purchase Orders may be submitted as FY08 transactions until Friday, June 20, 2008. Express Purchase Orders submitted after June 20, 2008 will be processed as FY 2009 transactions.

Submission of FY 2009 Requisitions and Express PO's

Please note that you may submit your FY 2009 electronic purchase requisitions upon receipt of this memorandum to Purchasing Services. **ELECTRONIC REQUISITIONERS and EXPRESS PO CUSTOMERS – BE SURE TO ENTER “JULY 1, 2008 AS THE TRANSACTION DATE TO ENSURE FY 2009 STATUS FOR YOUR REQUISITIONS and EXPRESS PO'S.** To ensure that changes are accomplished in a timely manner, we strongly recommend early submittal of all requisitions.

Submission of FY 2009 Waiver Requests for Contracts with July 1, 2008 Start Date

Please note that FY 2009 waiver requests for contracts that are \$100,000 or greater and that must begin by July 1, 2008 or the start of FY 2009 **must be submitted by May 2, 2008.** All waivers that are \$100,000 or more must be reviewed and approved by the Finance Committee and the Board of Trustees. These waivers must be submitted to the Finance Committee and the Board of Trustees for approval at their June meetings in order for the contracts to be effective July 1, 2008. Failure to submit these waivers by the **May 2, 2008 deadline** will result in these waivers being deferred for approval until, at the earliest, the July meetings of both the Finance Committee and the Board of Trustees.

Waiver requests for contracts that are less than \$100,000 and that must begin by July 1, 2008 or the start of FY 09 **must be submitted by May 30, 2008** to allow sufficient time for processing through the approval process and for Purchasing Services to obtain the required compliance documents from the vendor to allow issuance of the Purchase Order for the contract.

Departments are strongly encouraged not to wait until the deadlines for submission of waiver requests for contracts that must begin July 1, 2008. Submitting the waiver before the deadlines will allow more time for the Waiver Coordinator and Purchasing Services to address issues that may arise and delay the processing of the waiver.

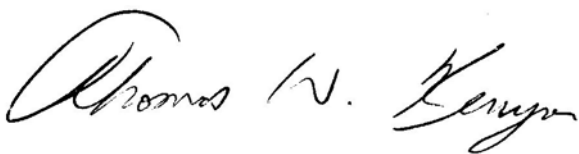
REMINDER: All waiver requests require the pre-approval of the Waiver Coordinator before the waivers may be submitted for processing.

Increase in the Public Bidding Threshold to \$25,900

Departments are advised that effective July 1, 2008, the established bidding threshold at which procurements are subject to the requirements of public advertising is increased to \$25,900. Procurement requests that are less than \$25,900 are not subject to the public advertisement requirements. This threshold amount also applies to waiver requests. All other procurement requirements remain in effect.

If you do not have this information available or have any questions concerning this process, please contact Purchasing Services via e-mail at purchasing@umdnj.edu.

If you have any questions pertaining to the FY 2008 year-end closing, you may contact me at extension 5-9619 Thanks for your cooperation.



/twk

c: Dr. William Owen
Francis X. Colford
Denise Mulkern
Robert McLaughlin

FREQUENTLY ASKED QUESTIONS

When do Fiscal Year 2008 end and Fiscal Year 2009 begin?

Fiscal Year (FY) 2008 ends on June 30, 2008 and FY 2009 begins on July 1, 2008.

When may I submit FY 2009 requisitions?

You may submit FY 2009 requisitions immediately.

I still have FY 2008 funds remaining. May I continue to submit FY 2008 requisitions?

You may submit FY 2008 requisitions according to the following schedule: All FY 2008 requisitions for \$24,000 or more must be approved by your fiscal representative and received in Purchasing Services no later than Friday, April 25, 2008. Requisitions for less than \$24,000 must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, June 13, 2008. Requisitions received after June 13, 2008 will be processed as FY 2009 transactions.

I'm a Banner electronic requisitioner. How do I designate a FY 2009 requisition?

Simply change the **Transaction Date** on your requisition to 01-July 2008 to indicate that your requisition is a FY 2009 transaction.

When should I submit an Express PO?

You may submit an Express PO requisition for all transactions with a **value limit of \$2500 or less**. The Express PO process will quickly deliver an e-mail to your desktop containing a PDF file attachment of your approved Express PO.

What do I do in case of emergency after June 13?

For any emergency requirement, contact Doug Dennis at 5-9049.

I have a technical question regarding a transaction. Who should I contact?

Please call Larry D'Ambrosa at 5-9529 or email him at <mailto:dambrol@umdnj.edu> with any questions. You may also send questions via e-mail to: purchasing@umdnj.edu.

Where can I find the most current Purchasing information?

Visit: <http://www.umdnj.edu/purchweb>