

MEMORANDUM

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

FROM: Thomas Kenyon
Vice President
Supply Chain Management

SUBJECT: **Procurement Transition - FY 2009**

DATE: April 8, 2009

I am pleased to announce that the University will be transitioning to a new e-procurement platform for all purchasing activity in fiscal 2010. However, we will continue to use BANNER for purchasing for the balance of this fiscal year. Please see below for important information about FY2009 Year End Close.

Fiscal Year 2009 Requisitions – All Indexes

All FY 2009 requisitions for \$25,900 or more, including requisitions for FY 2009 waiver requests, must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, April 24, 2009. Requisitions for less than \$25,900 must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, June 12, 2009. Exceptions will be reviewed by purchasing management on a case-by-case basis.

Express PO Processing

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 FY09 transactions until Friday, June 26, 2009.

Fiscal 2010 Transaction Processing

The University's e-procurement solution that was announced in February will be used to process all FY 2010 purchasing transactions. Please be advised that the solution is in the final testing stage and will be available for use University-wide in mid May. We will provide a detailed training schedule and "go live" date in the near future.

Submission of FY 2010 Waiver Requests for Contracts with July 1, 2009 Start Date

Please note that FY 2010 waiver requests for contracts that are \$100,000 or greater and that must begin by July 1, 2009 or the start of FY 2010 **must be submitted by May 1, 2009**. 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, 2009. Failure to submit these waivers by the **May 1, 2009 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, 2009 or the start of FY 10 **must be submitted by May 29, 2009** 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, 2009. 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. Due to the transition from BANNER to the e-procurement solution, waiver requests may be submitted without an accompanying requisition.

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

If you have any questions pertaining to the FY 2009 year-end closing, you may contact me at extension 5-9619 Thanks for your cooperation.

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