

MARCH 12, 2008

TO: Administrators, Deans, Department Chairpersons, Account Managers, and Staff

FROM: Cathy Garcia, Manager, Contract and Procurement Management

SUBJECT: **Requisition Submission: Expenditures for Goods and Services
Received in the 2007/2008 & 2008/2009 Fiscal Year**

IMPORTANT CHANGES TO YEAR END PROCESS – PLEASE READ THE FOLLOWING

Fiscal year funds for 2007/2008 expire on June 30, 2008 for goods and services not received **and delivered by June 30, 2008**. Carry forward or re-allocation of these funds in the subsequent year is subject to divisional policies and practices. Please contact your division's budget coordinator for guidance on how expired funds will be treated. We strongly encourage submittal of your requisitions well before the dates below to ensure processing and delivery prior to the June 30, 2008 fiscal year end. **Requests for goods and services which will be delivered after June 30, 2008 must be charged to the 2008/2009 fiscal year.** Contact our office now for assistance in early planning for large and/or multi-step, complex purchases. We are happy to visit department offices to help you plan the processing of such orders. In addition, it is imperative that you continue to monitor your orders closely and notify our department via the electronic final close request form (<http://bfa.sdsu.edu/ap/finalclose.htm>) of any outstanding balances on orders that should be closed. This practice will enable you to effectively track your accounts and make timely use of available funds.

Fiscal year 2007/2008 requisitions received by CPM after the dates below will be returned to the requestor for emergency, health, or safety justification and approval by the appropriate Dean or Administrator. This action will delay processing of your order. Requisitions are processed in date order and there may not be adequate time for late submissions to be processed and goods/services received in the 2007/2008 fiscal year. If that is the case, your requisition will be returned to you for updating the General Ledger Date to 01-JUL-2008 and it will be processed in the forthcoming (2008/2009) fiscal year.

Requisitions for goods or services which will be delivered after June 30, 2008 must be charged to the 2008/2009. The General Ledger (GL) date on each line of the requisition distribution must be updated to 01-JUL-2008 for the 2008/2009 fiscal year to ensure funds are encumbered appropriately. In addition, each line on the 2008/2009 must start with "08/09" so that they will be processed using the correct GL date. **NOTE: The GL date (01-JUL-2008) is now open for submission of 08/09 fiscal year orders.**

Each request, whether it is charged to the 2007/2008 or 2008/2009 fiscal year will be reviewed on a case-by-case basis to determine urgency of the requirement and the appropriate fiscal year encumbrance. Please contact Cathy Garcia at extension 44723 to discuss your exceptions.

FOLLOWING ARE DEADLINE DATES FOR SUBMISSION OF 07/08 REQUISITIONS:

- **April 14, 2008:** To ensure CPM will have adequate time to process requisitions exceeding \$50,000 for Commodities and Services and \$400,000 for Major Capital Construction Projects, requisitions should be submitted to CPM no later than April 14, 2008. SDSU is required to advertise all commodities and services over \$50,000 in the California State Contracts Register. Major Construction Projects have additional advertising requirements. These mandated requirements extend the bid processing time. Allow a minimum of six (6) weeks for the bid process cycle. Additional time beyond the bid process may be required to obtain any special approvals in accordance with State, CSU and University policies. EDP requisitions in excess of \$100,000 for hardware, software, maintenance, etc. also require prior approval from Scott Burns, Associate Vice President, Financial Operations. **NOTE:** Goods and Services must be delivered no later than June 30, 2008 to be considered a 07/08 fiscal year order. Purchase/Service Orders with deliver dates beyond June 30, 2008 must be charged to the 08/09 fiscal year. Questions should be directed to Cathy Garcia, 44723.
- **June 1, 2008:** Final Deadline for 07/08 Requisitions: Submit all requisitions charged to 2007/2008 funds for commodities and services less than \$50,000. Submit all requisitions for Minor Construction (<\$400K) projects with fast track bidding documentation included. **Oracle on-line users access to enter/approve requisitions for current and future fiscal year will be disabled at end of business June 1, 2008.**

MARCH 12, 2008

FOLLOWING IS THE TARGETED DATE FOR SUBMISSION OF 08/09 REQUISITIONS:

- **March 12, 2008:** Access to 01-JUL-2008, the 08/09 General Ledger (GL) period, for submission of requisitions for goods and services for the 2008/2009 fiscal year (all funds) will be granted as of March 12, 2008. This pertains to requisitions for Commodities, New, and Renewal Services required on or after 7/1/08. Adequate time is required for requests exceeding \$50,000 (see bidding requirements above). Delivery of goods and services charged to the 08/09 FY must be scheduled after July 1, 2008 and payment is contingent upon approval of the 08/09 FY budget. **IMPORTANT: You must update the GL date on requests charged to the 08/09 FY to 01-JUL-2008 to encumber funds in the appropriate FY.** This requirement pertains to all 08/09 requests regardless of the fund type. **In addition, indicate "08/09FY" at the beginning of the description line.** This information is critical to identify the appropriate year the order will be funded. Please contact Cathy Garcia, 44723 for questions related to 08/09 funds. Oracle on-line users will be disabled at end of Business June 1, 2008. Access will be restored when all 07/08 fiscal year orders are processed or no later than approximately July 7, 2008 for the 08/09 fiscal year.

NOTE: THE DEADLINE DATES PERTAIN TO ALL FUNDS (CSU OPERATING, CERF, LOTTERY, TRUST, ETC.)

DEADLINES FOR PROCUREMENT CARD PURCHASES & ONLINE OFFICE MAX ORDERS WILL BE PROVIDED SHORTLY.