

FEBRUARY 23, 2009

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 2008/2009 & 2009/2010 Fiscal Year**

IMPORTANT YEAR END PROCESS – PLEASE READ THE FOLLOWING

Fiscal year funds for 2008/2009 expire on June 30, 2009 for goods and services not ordered, received **and delivered by June 30, 2009**. Carry forward or re-allocation of 2008/2009 funds 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, 2009 fiscal year end. **Requests for goods and services which will be delivered after June 30, 2009 must be charged to the 2009/2010 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.html>) of any outstanding balances on orders that should be closed. Orders processed in the 2008/2009 fiscal year that will not be delivered until after June 30, 2009 should be cancelled and reordered with 2009/2010 fiscal year funds. These practices enable you to effectively track your accounts, make timely use of available funds and accurately account for purchases and goods charged to the appropriate fund year.

Fiscal year 2008/2009 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 by June 30, 2009. If that is the case, your requisition will be returned to you for updating the General Ledger Date to 01-JUL-2009 and it will be processed in the forthcoming (2009/2010) fiscal year.

Requisitions for goods or services which will be delivered after June 30, 2009 must be charged to the 2009/2010 fiscal year. The General Ledger (GL) date on each line of the requisition distribution must be updated to 01-JUL-2009 for the 2009/2010 fiscal year to ensure funds are encumbered appropriately. In addition, **each line must start with "09/10 FY"** so that they will be processed and paid using the correct GL date. **NOTE: The GL date (01-JUL-2009) is targeted to be available March 12, 2009 for submission of 09/10 fiscal year orders.**

Each request, whether it is charged to the 2008/2009 or 2009/2010 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 08/09 REQUISITIONS:

- **April 13, 2009:** 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 13, 2009. 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. IT 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, 2009 to be considered a 08/09 fiscal year order. Purchase/Service Orders with deliver dates beyond June 30, 2009 must be charged to the 09/10 fiscal year. Questions should be directed to Cathy Garcia, 44723.
- **June 2, 2009:** Final Deadline for 08/09 Requisitions: Submit all requisitions charged to 2008/2009 funds for commodities and services less than \$50,000. Submit all requisitions for Minor Construction (<\$400K) projects with

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- 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 2, 2009.

FOLLOWING IS THE TARGETED DATE FOR SUBMISSION OF 09/10 REQUISITIONS:

- **March 12, 2009:** Access to 01-JUL-2009, the 09/10 General Ledger (GL) period, for submission of requisitions for goods and services for the 2009/2010 fiscal year (all funds) will be granted as of March 12, 2009. This pertains to requisitions for Commodities, New, and Renewal Services required on or after 7/1/09. Adequate time is required for requests exceeding \$50,000 (see bidding requirements above). Delivery of goods and services charged to the 09/10 FY must be scheduled after July 1, 2009 **IMPORTANT: You must update the GL date on requests charged to the 09/10 FY to 01-JUL-2009 to encumber funds in the appropriate FY.** This requirement pertains to all 09/10 requests regardless of the fund type. **In addition, indicate "09/10FY" 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 09/10 funds. Oracle on-line users will be disabled at end of Business June 1, 2008. Access will be restored when all 08/09 fiscal year orders are processed or no later than approximately July 7, 2009 for the 09/10 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.