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

FROM: Cathy Garcia, Director, Contract and Procurement Management (CPM)


NOTE: ALL INFORMATION IN THIS MEMO PERTAINS TO ALL FUNDS (CSU OPERATING, CERF, LOTTERY, TRUST, ETC.)

Requisition submission dates for the current and future fiscal year are established to provide sufficient time for goods and services to be ordered, received, and paid in the fiscal year the funds are encumbered. It is critical that you carefully review these submission dates and communicate the information to the individuals in your areas that are involved in ordering supplies, services, and equipment.

SUBMISSION DATES FOR THE CURRENT 2014/2015 FISCAL YEAR:

• **APRIL 6, 2015:** Requisitions requiring bidding which exceed $50,000 for goods and services and requisitions exceeding $634,000 for major capital construction projects charged to the 2014/2015 fiscal year. THIS DEADLINE DOES NOT APPLY TO GOODS AVAILABLE ON CONTRACTS THAT HAVE BEEN COMPETITIVELY BID AND APPROVED SOLE SOURCE REQUESTS. Contact CPM to discuss your requests and determine if there are alternatives to the formal bidding process available.

• **APRIL 30, 2015:** Final access to Oracle for submission and approval of ALL requisitions charged to the 2014/2015 fiscal year. *This will allow CPM adequate time to process the submitted/approved requisitions and the supplier adequate time to deliver goods/services prior to June 30, 2015.* NOTE: All requisitions charged to the 2014/2015 must be approved by 4:30 p.m.

• **MAY 1, 2015:** All requisitions not approved by end of business on April 30, 2015 with status of in process, returned or rejected will be cancelled. These requisitions should be resubmitted and charged to 2015/2016FY. See below for 2015/2016 submission dates.

• **JUNE 17, 2015:** OfficeMax orders must be placed and posted to your account by June 17, 2015 in order to be charged to your 2014/2015 fiscal year budget.

• **JUNE 18, 2015:** Procurement Credit Card (PCC) charges must be made by June 18, 2015 and POSTED by June 19, 2015, in order to be charged to your 2014/2015 fiscal year budget.

• **JUNE 30, 2015** All goods/services for 2014/2015 must be ordered, received, and delivered by this date. Orders for goods or services received after June 30, 2015 must be charged to the appropriate 2015/2016 fiscal year.

NOTE: The Final Close process is no longer valid. The Requestor Change Order (RCO) process is used to increase and decrease your orders. Campus will have ongoing access to Oracle to submit their RCO’s.

SUBMISSION DATES FOR THE FUTURE 2015/2016 FISCAL YEAR:

• **JUNE 8, 2015:** Access to the 2015/2016 General Ledger (GL) (01-JUL-2015) will be enabled for submission of requisitions charged to the 2015/2016 fiscal year. Requisitions submitted using the current year GL will be returned to the department for re-submittal using the 01-JUL-2015 GL date. Delivery of goods and services charged to the 2015/2016 FY must be scheduled after July 1, 2015.

• **JUNE 26, 2015:** Access to Oracle for submission and approval of requisitions charged to the 2015/2016 fiscal year will be disabled to allow for the year end closing process.

• **JULY 6, 2015:** Access to Oracle for submission of 2015/2016 requisitions will be enabled.
Frequently Asked Questions

**What if I don’t get my requisitions processed for 2014/2015? Will I lose those funds?**
Fiscal year funds for 2014/2015 expire on June 30, 2015 for goods and services not ordered, received and delivered by June 30, 2015. Carry forward or re-allocation of these 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 2014/2015 requisitions well before the dates above. You may contact our office now for assistance in early planning for large and/or multi-step, complex purchases.

**What if our department requires an exception to the requisition deadline?**
All exceptions to the deadlines will be reviewed on a case-by-case basis to determine the urgency of the requirement and the appropriate fiscal year. Requests for late submittal exceptions due to emergency, health, or safety should be routed to your appropriate Dean or Administrator for initial review and approval.

**Final Close Request OR Requestor Change Order (RCO)**
We are no longer final closing orders for goods and services. The Requestor Change Order (RCO) process is the method to increase or decrease your orders. There is no deadline for the RCO process. Campus will have continuous access to Oracle to submit their RCO's. Continue to monitor your orders closely and continue to submit your RCO requests to maintain an accurate account of your fund balances and effectively track your accounts.

**Why is April 6, 2015 the deadline for requisitions exceeding $50,000 for goods and services and requisitions exceeding $634,000 for major capital construction projects charged to the 2014/2015 fiscal year?**
CPM must have adequate time to process these types of requisitions. These procurement requests require advertising in the California State Contracts Register/BidSync. Major Construction Projects have additional advertising requirements. These mandated requirements must be factored into 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. **Requisitions that are on contract via a competitive bid or sole source are exempt from this deadline.** Contact CPM to discuss your request to determine any bidding requirements that pertain to this deadline.

**If my access to Oracle is disabled for submission and approval of requisitions will I still be able to access my account information?**
Access to the Reports Environment will remain enabled for continuous monitoring of your accounts. Following is the link to the reports environment: [https://fiji.sdsu.edu:9400](https://fiji.sdsu.edu:9400)

**What if my Office Supply or PCC purchase does not post on the June dates specified in this memo?**
Charges posted after the June dates will be charged to your 2015/2016 fiscal year budget. Departments are encouraged to plan ahead and make purchases well in advance to ensure they are charged to your current year budget. Both PCC and OfficeMax (on-line ordering) will not be disabled and will be available to the campus.

**Reminder:**
*For current year requisitions: Indicate “14/15 FY” at the beginning of each description line on the requisition. The GL date does not need to be updated as it will reflect the current fiscal year.*

*For future year requisitions: Indicate “15/16 FY” at the beginning of the each description line on the requisition and a GL date of 01-JUL-2015 when submitting 2015/2016 requisitions (after June 8th).*

This information is critical to identify the appropriate year the order will be funded and will assist you in indentifying the funding year on your purchase order and in report review.

If you have any questions about these submission dates, procedures, or requests for exceptions please contact Cathy Garcia at x 44723 or cgarcia@mail.sdsu.edu or Jeff Fratt at x 43965 or jfratt@mail.sdsu.edu.