

February 1, 2012

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

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

SUBJECT: **Requisition Submission: Expenditures for Goods and Services 2011/12 and 2012/13 Fiscal Year**

**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 have been reviewed and revised to provide sufficient time for goods and services to be ordered, received, and paid in the fiscal year the funds are encumbered. It is imperative that you carefully review these revised deadlines and communicate the information to the individuals in your areas that are involved in ordering supplies, services, and equipment.

**SUBMISSION DATES FOR THE CURRENT 2011/2012 FISCAL YEAR:**

- **MARCH 1, 2012:** Submission of **final close** requests for goods and service orders charged to the 2011/2012 fiscal year. CPM will continue to receive and process final close requests after the March 1<sup>st</sup> deadline. Timely submission of your final close requests will free up funds for submissions of any additional 2011/2012 requisitions.
- **APRIL 2, 2012:** Requisitions requiring bidding which exceed \$50,000 for goods and services and requisitions exceeding \$600,000 for major capital construction projects charged to the 2011/2012 fiscal year.
- **MAY 1, 2012:** Final access to Oracle for submission and approval of requisitions charged to the 2011/2012 fiscal year for commodities and services less than \$50,000 and requisitions for Minor Construction (<\$600K) projects with fast track bidding documentation included. All requisitions charged to the 2011/2012 must be approved by 4:30 p.m.
- **MAY 2, 2012** All requisitions not approved by end of business on May 1st with status of in process, returned or rejected will be cancelled. See below for 2012/2013 submission dates.
- **JUNE 19, 2012:** OfficeMax orders must be placed and posted to your account by June 19, 2012 in order to be charged to your 2011/2012 fiscal year budget
- **JUNE 22, 2012:** Procurement Credit Card (PCC) charges must be made by June 21, 2012 and POSTED by June 22, 2012, in order to be charged to your 2011/2012 fiscal year budget.
- **JUNE 30, 2012** All goods/services for 2011/2012 must be ordered, received, and delivered by this date. Orders for goods or services received after June 30, 2012 must be charged to the appropriate 2012/2013 fiscal year.

**SUBMISSION DATES FOR THE FUTURE 2012/2013 FISCAL YEAR:**

- **JUNE 4, 2012:** Access to the 2012/2013 General Ledger (GL) (01-JUL-2012) will be enabled for submission of requisitions charged to the 2012/2013 fiscal year. Requisitions submitted using the current year GL will be returned to the department for re-submittal using the 01-JUL-2012 GL date. Delivery of goods and services charged to the 2012/2013 FY must be scheduled after July 1, 2012.
- **JUNE 29, 2012:** Access to Oracle for submission and approval of requisitions charged to the 2012/2013 fiscal year will be disabled to allow for the year end closing process.
- **JULY 6, 2012:** Access to Oracle for submission of 2012/2013 requisitions will be enabled.

## Frequently Asked Questions

### ***What if I don't get my requisitions processed for 2011/2012? Will I lose those funds?***

Fiscal year funds for 2011/2012 expire on June 30, 2012 for goods and services not ordered, received and delivered by June 30, 2012. 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 2011/2012 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.

### ***How do I submit a Final Close Request?***

Submit your final close requests via the electronic final close request form

(<http://bfa.sdsu.edu/prosrvcs/finalclose.htm>) located on CPM's website. Continue to monitor your orders closely and continue to submit final close requests to maintain an accurate account of your fund balances and effectively track your accounts.

### ***Why is April 2, 2012 the deadline for requisitions exceeding \$50,000 for goods and services and requisitions exceeding \$600,000 for major capital construction projects charged to the 2011/2012 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.

### ***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>

### ***What if my Office Max 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 2012/2013 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 "11/12 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 "12/13FY" at the beginning of the each description line on the requisition and a GL date of 01-JUL-2012 when submitting 2012/2013 requisitions (as of June 4<sup>th</sup>).***

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](mailto:cgarcia@mail.sdsu.edu).**