



Division of Financial Services
102 Anderson Hall
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www.k-state.edu/finsvcs/

Memo 11-04
March 30, 2011

TO: President, Provosts, Vice Presidents, Vice Provosts, Deans,
Directors and Department Heads
FROM: Fran Willbrant, Assistant Vice President, Division of Financial Services
CONTACT: Carla Bishop, Purchasing, Extension 2-6214
SUBJECT: Final FY 2011 Dates for Vehicles, Construction or Major Repairs and
Improvements, Real Estate Lease Agreements, and Other Contracts

Kansas State University Purchasing has established the following purchasing deadline dates.

1. 2011 Vehicle Purchases

The State moratorium on vehicle purchases is still in place. To receive approval to acquire a new or used vehicle, please contact the Purchasing Office regarding procedure and forms. Upon receipt of approval, refer to of Contract No. 35130, 35131, 35133, 35492 and amendments for actual cutoff dates.

2. Construction or Major Repairs & Improvements - FY 2011 Funds

On any project financed with funds which lapse on June 30, 2011, preliminary work on plans and specifications should be started immediately so bids can be issued. In the event a Purchase Requisition (PR) has not yet been processed, it should be initiated immediately and submitted by April 15, 2011.

3. Negotiated Requests For Proposals

Submit Purchase Requisitions for items and services requiring the negotiated procurement process and involving FY 2011 funds to Purchasing by April 8, 2011.

4. Final Dates for Fiscal Year 2011 P.R.'s

<u>Orders & Agreements FY2011 Funds</u>	<u>Estimated Amount</u>	<u>Final Date</u>
Purchase Requisitions	\$25,000 or more	5-13-11
Purchase Requisitions	Less than \$25,000	5-27-11

Submitting your Purchase Requisitions immediately will provide time to review bids, obtain firm costs, and adjust account balances if necessary.

It is important that this memo is shared with all individuals responsible for processing Purchase Requisitions as the final due dates are firm. Therefore, please mark these dates on your calendar.

Cashiers & Student Accounts
211 Anderson Hall
785-532-6317
Fax: 785-532-6454

Accounts Payable
220 Anderson Hall
785-532-6202
Fax: 785-532-1305

Purchasing
21 Anderson Hall
785-532-6214
Fax: 785-532-5577

Fund Balancing
206 Anderson Hall
785-532-1838
Fax: 785-532-1305

Sponsored Programs
10 Anderson Hall
785-532-6207
Fax: 785-532-5577

Systems
218 Anderson Hall
785-532-2048
Fax: 785-532-1305

Financial Reporting & Asset Management
21C Anderson Hall
785-532-6525
Fax: 785-532-5577

Administration
102 Anderson Hall
785-532-6210
Fax: 785-532-6612

5. Using Available Funds

As we approach year end you are reminded:

A. Place the remainder of your current fiscal year's orders as soon as possible to ensure receipt and payment of orders in this fiscal year. This applies to all accounts, including fee funds.

B. Arrange for an accurate record of all obligations made by anyone in your department. Any unpaid items must be reported to this office through the encumbrance process by the appropriate due date. Encumbrance due dates will be stated in a future memorandum.

C. Accounts may not be overdrawn. Exceptions to the overdrawn policy must have support of a written request from the department head, with approval by the Assistant Vice President of Financial Services. Expenditures from general use departmental accounts beyond budget will result in corresponding reductions in the subsequent fiscal year departmental allocation.

6. Special Exemption for Obligations Paid From Sponsored Research Projects (Project #s beginning with G).

For fiscal year end purposes, it is not necessary to encumber grant funds.

It is not necessary to submit P.R.'s by the above final dates for Sponsored Research Projects. P.R.'s and P.O.'s on Sponsored Research Project accounts may be submitted at any time. However, the increased volume of P.R.'s in May and June sometimes causes delays. Thus, timely submission of all P.R.'s is encouraged.

7. Fiscal Year 2012 Business

Purchase Requisitions and Real Estate Lease Agreements on 2012 fiscal year's funds may be submitted any time. These forms are to be dated July 1, 2011 or later and the fiscal year (FY) changed to "12." Fiscal Year 2011 transactions will be priority; therefore, there may be some delay in processing Fiscal Year 2012 Purchase Requisitions.

We greatly appreciate your cooperation to facilitate a smooth transition from the current fiscal year to the new fiscal year.