

Notice 13-01
March 25, 2013

**Final FY 2013 Dates for Construction or Major Repairs and Improvements,
Real Estate Lease Agreements and Other Contracts**

Kansas State University Purchasing has established the following purchasing deadlines.

Construction or Major Repairs & Improvements – FY 2013 Funds

On any project financed with funds which lapse on June 30, 2013, 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 12, 2013.

Negotiated Requests for Proposals

Purchase Requisitions for items and services requiring the negotiated procurement process and involving FY 2013 funds must be submitted to Purchasing by April 12, 2013.

Final Dates for FY 2013 PR's

<u>Orders & Agreements FY 2013 Funds</u>	<u>Estimated Amount</u>	<u>Final Date</u>
Purchase Requisitions	\$25,000 or more	05-15-2013
Purchase Requisitions	Less than \$25,000	05-29-2013

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

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

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Using Available Funds

As the year end approaches, 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.
- 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.

Purchasing – Not Encumbering

Please remember as of July 1, 2011, Purchasing stopped encumbering funds for orders placed by the office. Copies of purchase orders (PO) are sent to departments for their records and it is the responsibility of the department to encumber the funds if the product/service has not been received and payment made by the FY end payment process deadline set by Accounts Payable.

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 PRs by the above final dates for Sponsored Research Projects. PRs and POs on Sponsored Research Project accounts may be submitted at any time. However, the increased volume of PRs in May and June sometimes causes delays. Therefore, timely submission of all PRs is encouraged.

Fiscal Year 2014 Business

PRs and Real Estate Lease Agreements on 2014 fiscal year's funds may be submitted any time. These forms are to be dated July 1, 2013 or later and the fiscal year (FY) changed to "14." Fiscal Year 2013 transactions will have priority; therefore, there may be some delay in processing Fiscal Year 2014 PRs.

We appreciate your cooperation to facilitate a smooth transition from the current fiscal year to the new fiscal year. If you have questions, please contact Purchasing at (785) 532-6214 or kspurch@k-state.edu.