

Notice 14-02
March 19, 2014

**Final FY 2014 Dates
for Construction or Major Repairs and Improvements,
Real Estate Lease Agreements, and Other Contracts**

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

Construction or Major Repairs & Improvements – FY 2014 Funds

On any project financed with funds which lapse on June 30, 2014, 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, 2014.

Negotiated Requests for Proposals

Submit Purchase Requisitions for items and services requiring the negotiated procurement process and involving FY 2014 funds to Purchasing by April 15, 2014.

Final Dates for FY 2014 PR's

Purchase Requisitions for \$25,000 or more are due 05-16-2014.

Purchase Requisitions less than \$25,000 are due 05-30-2014.

Submitting 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.

Using Available Funds

As the year end approaches, departments are reminded:

- A. Place the remainder of the 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 the 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.

Fiscal Year 2015 Business

PRs and Real Estate Lease Agreements on 2015 fiscal year's funds may be submitted any time. Start date or delete date on are to be dated July 1, 2014 or later and the fiscal year (FY) changed to "15." Fiscal Year 2014 transactions will have priority; therefore, there may be some delay in processing Fiscal Year 2015 paper documents.

Purchasing appreciates 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.