

Division of Financial Services
102 Anderson Hall
Manhattan, KS 66506-0108
www.k-state.edu/finsvcs/

March 30, 2011

TO: President, Provosts, Vice Presidents, Vice Provosts, Deans
Directors and Department Heads
From: William J. Wilkerson, Assistant Vice President

SUBJECT: Final FY 2011 Dates for Vehicles, Construction or Major Repairs and
Improvements, Real Estate Lease Agreements, and Other Contracts

dates.

If you are planning to acquire a new or used vehicle, please contact the Purchasing Office regarding
Contract No. 35130

If a Purchase Requisition (PR) has not yet been processed, it should be
initiated immediately and submitted by April 15, 2011.

Accounts Payable

Submit Purchase Requisitions for items and services requiring the negotiated

Purchasing

206 Anderson Hall
785-532-1838

785-532-6207

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

Obtain your firm's account balances if necessary

It is important that this email is shared with all individuals responsible for

Please mark these dates on your calendar

5. Using Available Funds

ensure receipt and payment of orders in the fiscal year. The

B. Arrange for an accurate record of all obligations made by anyone in your

encumbrance process by the sponsor.

C. Accounts may not be overdrawn. Exceptions to the overdraw policy must have

Special Exemption for Obligations Paid From Sponsored Research Projects

committed at any time, however, the increased number of P.R.'s in 2011
sometimes causes delays. Thus, timely submission of all P.R.'s is encouraged.

We greatly appreciate your cooperation to facilitate a smooth transition from the