

NOTICE 12-02

March 13, 2012

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

Final Dates for FY 2012 PR's

Purchase Requisitions	\$25,000 or more	05-14-2012
Purchase Requisitions	Less than \$25,000	05-29-2012

Immediately upon receipt of requisitions, you will provide time to review requisitions, obtain account balances if necessary.

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

Using Available Funds

As the year end approaches, you are reminded:

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

Purchasing - Not Encumbering

Please remember as of July 1, 2011 Purchasing stopped encumbering funds for orders placed by the Office of Contract Administration. Encumbrances are now placed by the department and it is the responsibility of the department to ensure that all orders are 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 as determined with the

It is not necessary to submit PRs by the above final dates for Sponsored Research Projects. PRs increased volume of PRs in May and June sometimes causes delays. This timely submission of all PRs is encouraged.

Fiscal Year 2013 Business

PRs and Real Estate Lease Agreements on 2013 fiscal year funds may be submitted anytime. These forms are to be dated July 1, 2012 or later and the fiscal year (FY) changed to 13. Fiscal Year 2012 transactions will be priority; therefore, there may be some delay in processing Fiscal Year 2013 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.