



Procurement Post

VOLUME 2 ISSUE 3

MAY, 2016

YEAR END DEADLINES:

This year, the deadline for final submission of requisitions, direct pays, credit card charges, and travel reimbursement requests will be **JUNE 15**. All orders to be encumbered in Fiscal year 16 should be entered by this deadline.

*Contact our office with any questions concerning this process.

Have a new employee who will use BuyUSI or need a refresher course?

Contact Julie Weinzapfel at jweinzap@usi.edu to schedule a training session.

Need help with an order?

Contact Tricia Tieken at our help desk, extension 1058 or email : patieken@usi.edu

Procurement Services
<http://www.usi.edu/Procurement/>

Fiscal Year End: What to expect...

It's that time of year again, time to start preparing for fiscal year end 2016. The fiscal year will end June 30, 2016. And while fiscal year 16 is ending, we are also gearing up to start fiscal year 17 which begins July 1, 2016. This is a busy time for everyone and we're here to help you through the process.

How will standing orders get renewed this year?



Departments will be receiving packets containing their current year standing order copies through 4-25-16, along with complete instructions on how to process orders. They will have a red stack and a blue stack. The Red stack are those that Procurement entered for the department and should be returned per the instructions in the packet. The Blue stack are copies that the department entered and will be copied this year by the person who entered that order into a new standing order.

We have a new feature in BuyUSI called "cart forward" that will enable us to electronically forward to the departments the orders that Procurement processed for them. In order to do this, we will require that the Financial Manager sign off on the copy. We will also need on the copy the name of the person we should forward the cart to for processing. The signed copy must be returned to Procurement in order for the order to be copied and forwarded.

The deadline to return copies to Procurement is May 20th. Please refer to the instructions sent with your packets for detailed information. Contact our help desk at 1058 for specific questions.

Things to check when entering or updating a standing order:

- ⇒ Ask for a quote (not an invoice)
- ⇒ Update renewal dates in EXTERNAL NOTES
- ⇒ Update the pricing
- ⇒ Verify the email address of the vendor and put in External notes
- ⇒ Double check the correct Fund, Org, Account and Program Codes
- ⇒ Attach updated quotes, agreements, etc. in INTERNAL notes. (delete outdated attachments).
- ⇒ Update authorized personnel
- ⇒ Make sure to chose the correct Standing order type
- ⇒ **Change the date to 7-1-16.**
- ⇒ Make sure the order you are renewing is due when you are renewing it

**Consult the Financial Manager's Listing for current FOAP information, Index Codes and Accountant Information.



NO Fiscal Year 17 orders may be entered prior to June 1, 2016