Special year-end purchasing procedures

The year-end deadline is coming. Please work with your department to plan ahead.

Each year there is a period of time at the end of the year where requisitions, receipts, purchase orders, and PO change orders may not be entered in the financial system (the cut-off period). To minimize disruptions and problems, please work with your departments to plan ahead as much as possible.

This year EFS cannot be used for purchasing activities from June 25-June 30 (four business days).

Everyone understands that purchasing activities cannot completely cease during this window. Please start planning now to ensure adequate supplies (including oxygen, dry ice, and food/bedding for animals), equipment, and services are ordered ahead of time.

- VCPS requisitions must be approved by 4:00 p.m. Tuesday, June 23.
- All other requisition types (including U Market) must be approved by Wednesday, June 24 at 4:00 p.m.
- Receipts must be entered by Wednesday, June 24 at 4:00 p.m.
- PO change orders must be fully approved by Wednesday, June 24 at 4:00 p.m.

Note: transactions must be approved by 4:00 p.m. in order to be picked up by the last scheduled procurement jobs. Any requisition or PO not in dispatched status with a valid budget will be force closed by Purchasing Services.

- Phone orders will be accepted by U Market Services (formerly U Stores) for select items. Only items offered by the supplier “U Market Stock” in U Market may be ordered by calling 612-624-4878. Departments must provide appropriate, active ChartField string information when ordering. These orders will not be billed until the new fiscal year. ChartField string information must be valid in the new fiscal year. U Market shoppers may still create carts in U Market during this time but those carts cannot be turned into requisitions in EFS until July 1.

- Up to $2,500
  Use the PCard for standard purchases up to the limits ($2,500 per order and $10,000 per month). All normal PCard rules and procedures apply (no capital equipment may be purchased with the PCard, etc.).

- Any amount where the vendor requires a PO, in an emergency situation
  There should be very few of these orders. However, in cases where these purchases must proceed, please call Purchasing Services to get a paper PO prepared to send to the vendor. The department will need to enter the requisition into PeopleSoft after the new fiscal year opens.

- Existing Blanket Orders
  Continue to order off existing blanket orders and enter the transactions after the new fiscal year opens.

- Professional Services up to $2,999.99 (VCPS)
  Direct the vendor to perform the work and enter a VCPS in the new fiscal year on or after July 1. For services $3,000 and greater, call Purchasing Services for assistance.

Requisition preparers, receivers, and procurement specialists may not process transactions in EFS during the cut-off period. Transactions entered during that time can affect the year end roll process and will be cancelled. Inquiry in the reporting instance and other reporting functions will not affect this processing and so may be performed by departments during the cut-off period.

If emergency situations arise and it is unclear what action to take, contact Purchasing Services at 612-624-2828 or the University Financial Helpline at 612-624-1617.

Once the new fiscal year is available in PeopleSoft for procurement, all purchasing activities will revert back to the University’s established policies and procedures.