

# **IMPORTANT DEADLINES**

## **FY2011 YEAR-END CLOSE OUT**

### **PROCUREMENT SERVICES**

**\*\*Now accepting FY2012 Purchase Requisitions\*\***

**May 2,  
2011**

**Purchase Requisitions:** All purchase requisitions for equipment, commodities and contractual services (regardless of the account) must be submitted to Procurement Services. Requisitions received prior to May 2, 2011 will be given priority. **Procurement Services cannot guarantee that requisitions submitted after May 2nd will be paid from FY11 funds.** Requisitions using grant monies must indicate when the grant period ends.

**Note:**

In order to ensure compliance with the rules, regulations, and guidelines established by the State of Illinois, the Illinois Procurement Code, and the SIU Board of Trustees, **all purchase requisitions, along with all required approvals (including Vice Chancellor Approval), supporting documentation, and/or forms, must be submitted to Procurement Services a minimum of 45 days prior to the expected date of acquiring the goods or the beginning date of the service** so that the purchase order can be issued prior to the delivery of the goods and/or services. A purchase order or contract must be issued prior to the receipt of any goods or services that are performed. For further information, see **Procurement Policy Board (PPB) Review.**

**June 6,  
2011**

**Purchase Order Revisions:** Last day to increase or decrease FY11 State appropriated purchase orders.

**Note:**

All purchase order revisions for increases to existing purchase orders (with the exception of those charged to Grant accounts), must be approved/signed by the appropriate Vice Chancellor.

**June 10,  
2011**

**Direct Vouchering (payment not associated with a purchase order):** Last day Procurement Services will accept any invoice vouchers (IDFs) for FY11 (regardless of account) for payments to be processed prior to June 30, 2011.

**P-Card (OfficeMax):** The last day to return ordered merchandise from OfficeMax for credit is **June 10, 2011.**

**June 20,  
2011**

**P-Card (OfficeMax):**

You may order from the OfficeMax online web site at <http://www.officemaxsolutions.com> using your University issued P-Card through **June 20, 2011**.

After this deadline, SIU will be blocked from ordering by OfficeMax.

For products ordered from OfficeMax on **June 10 -20, 2011**, which was not picked correctly or is damaged, contact Tim Herman, OfficeMax Business Development Manager (618)-531-6439 or [timothyherman@officemax.com](mailto:timothyherman@officemax.com) ) immediately.

**June 23,  
2011**

**AIS Internal Billings:** All AIS Internal Billings must be submitted to Procurement Services prior to noon on **June 23, 2011**.

**AIS Internal Billings received after noon on June 23, 2011 will not be processed within FY11.**

**June 24,  
2011**

**Invoice Distribution Forms (IDFs):** Last day Procurement Services will be able to process AIS invoice distribution forms (IDFs) as June business.

**P-Card:** Last day to order any product using a P-Card for FY11.

All P-Card purchases charged to local accounts must be delivered, reconciled & approved by June 27<sup>th</sup>, 2011.

All P-Card purchases charged to state accounts must be delivered, reconciled & approved by August 5<sup>th</sup>, 2011.

**June 27,  
2011**

**P-Card purchases charged to local accounts:** Last day for all P-Card purchases charged to local accounts to be delivered, reconciled and approved.

**June 29,  
2011  
Noon**

Last day checks will be written for FY11 by Procurement Services.

**NO CHECKS WILL BE WRITTEN JUNE 30, 2011 THRU JULY 4, 2011.**

**June 29, 2011** Departments must have all Releases and Receipts for FY11 purchase orders **entered** (**Releases must be entered and approved**) by the end of business (4:30pm) on **June 29, 2011**.

**End of**

**Business**

**(4:30 pm)**

**NOTE:** Departments utilizing Planned Purchase Orders (PPO) should pay particular attention to the expiration date. If an invoice has not been received for a purchase against a Planned Purchase Order (PPO) and the PPO will expire on June 30, 2011, a release for an estimated amount of the purchase should be **entered and approved into AIS**. If an estimated amount of the purchase cannot be easily determined, **enter and approve** a release for \$1 (one dollar). Upon receipt of the invoice, the Department can adjust the release (increase/decrease) within AIS.

A release **cannot** be entered into AIS after the expiration date of the Planned Purchase Order. Releases left “unapproved” **cannot** be adjusted & approved after June 29, 2011.

**July 8, 2011** **Travel Vouchers:** All Travel Reimbursements (regardless of account), for travel expenses incurred in FY11, must be received in Procurement Services.

**August 5, 2011** **Invoices and/or Invoice Distribution Forms (IDFs):** All invoices to be processed against FY11 State Funds must be received in Procurement Services.

**P-Card purchases charged to state accounts:** Last day for all P-Card purchases charged to state accounts to be delivered, reconciled and approved.

**August 29, 2011** **P-Card Corrections:** Last day to process P-card corrections for FY11 State Accounts.

**September 1, 2011** Proposed cancellation of all FY11 State Funded Planned and Standard Purchase Orders.

**October 1, 2011** Proposed cancellation of all FY11 (non State) Planned Purchase Orders with ending dates of June 30, 2011 and all FY11 (non State) fully matched Standard Purchase Orders.

## **BOOKSTORE**

**June 1, 2011** Any **special order** requests for **books or supplies** must be submitted to the University Bookstore (Follett).

**June 10, 2011** **Last day to charge in-stock merchandise** at the bookstore and charge it against FY 2011 funds.

## **PHYSICAL PLANT**

Based on University guidelines that all services must be contracted for by June 30, 2011 and completed and billed by August 5, 2011, the following deadlines have been established:

**April 25, 2011** All Physical Plant Service Requests that are **General Improvements Requests (GIR's)**, billing to FY 2011 state funds must be received at the Physical Plant Engineering Services by **April 25, 2011** AND be able to be completed prior to August 1, 2011. GIRs that are more involved will need to be submitted prior to the April 25, 2011 deadline. Questions concerning this limitation should be directed to Scott Weber at Engineering Services at 453-6767 or by email at [scottw@pso.siu.edu](mailto:scottw@pso.siu.edu).

**June 17, 2011** All Physical Plant Service Requests that are **Service Requisitions (SRQ's)** billing to FY 2011 state funds, must be received at the Physical Plant by **June 17, 2011** AND be able to be completed prior to August 1, 2011.

To help you differentiate between a GIR and a SRQ, GIR's are those projects that involve:

- Physical Plant Engineering Services, and/or
- Changes to buildings, floor plans, site, structure, environment, components, systems utilities, or
- Specific projects including carpet/floor tile replacement and window treatments

Be sure to fill in the FY Funds box when submitting a Request for Physical Plant Services if the budget purpose to be billed is state funded.

Questions or comments concerning this notice should be directed to Loann Simmons by e-mail at [loanns@pso.siu.edu](mailto:loanns@pso.siu.edu) or by telephone at 453-8243.

## **ACCOUNTING SERVICES**

**June 27, 2011** All **Local** corrections and transfer vouchers must be received by Accounting Services to be processed by June 28<sup>th</sup>.

**August 29, 2011** All FY11 corrections and transfer vouchers for **State** accounts must be received by Accounting Services to be posted in the lapse period.

## **IT-TELEPHONE**

**May 6, 2011** Last day for Telecommunication Service Requests (TSRs) requiring expenditure of FY11 funds. All requests received after May 7 will be charged to FY12. (Further information is available on the notices sent via the Fiscal Officer and Fiscal Officer Delegate list-servs)

## PRINTING/DUPLICATING

- June 17, 2011** All requests for Printing, Duplicating/Mail Center, Campus Forms and Campus Signs using **Non-State Accounts** must be received and **billed** by the end of the day to be billed as FY11 jobs. Jobs using **Non-State Accounts** received after June 17 will be billed as FY12 jobs. Since **Non-State Accounts** roll over into the next fiscal year if they are not billed by the deadline, it is the department's responsibility to notify Printing/Duplicating that the job needs to be billed FY11.
- June 24, 2011** All requests for Printing, Duplicating/Mail Center, Campus Forms and Campus Signs using **State Accounts** must be **received** by Printing/Duplicating by noon to be billed as FY11 jobs. Any **State Account** request received after this date will be billed FY12.