

IMPORTANT DEADLINES

FY2008 YEAR-END CLOSE OUT

PURCHASING & ACCOUNTS PAYABLE

May 1, 2008	<p><u>Purchase Requisitions:</u> All purchase requisitions for equipment, commodities and contractual services (<u>regardless of the account</u>) must be submitted to Purchasing. Requisitions received prior to May 1, 2008 will be given priority. Purchasing cannot guarantee that requisitions submitted after May 1st will be paid from FY08 funds. Requisitions using grant monies (Ledger 6) must indicate when the grant period ends.</p> <p><u>Note:</u></p> <p><i>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 Trustee, all purchase requisitions, along with all required approvals, supporting documentation, and/or forms, must be submitted to Purchasing 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.</i></p>
June 6, 2008	All AIS invoice distribution forms to be processed, as June business must be received by Accounts Payable.
June 9, 2008	Purchase Order Revisions: Last day to increase or decrease FY08 (Ledger 2) State appropriated purchase orders.

<p>June 13, 2008</p>	<p><u>Direct Vouchering:</u> Last day Accounts Payable will accept any invoice vouchers for FY08 (regardless of account).</p> <p><u>P-Card (OfficeMax):</u> The last day to return ordered merchandise from OfficeMax for credit is June 13, 2008.</p>
<p>June 16, 2008</p>	<p><u>P-Card (OfficeMax):</u></p> <p>You may order from the OfficeMax online web site at http://www.officemaxsolutions.com using your University issued P-Card through June 16, 2008.</p> <p>After this deadline, SIU will be blocked from ordering by OfficeMax.</p> <p>For product ordered from OfficeMax on June 12 - 16, 2008, which was not picked correctly or is damaged, contact Tim Herman, OfficeMax Business Relationship Manager (618-799-8690 or timothyherman@officemax.com) immediately.</p>
<p>June 20, 2008</p>	<p><u>P-Card:</u> Last day to order any product using a P-Card for FY08.</p> <p>All P-Card purchases must be delivered, reconciled and approved by June 27th, or they will not be FY08 transactions.</p>
<p>June 23, 2008</p>	<p><u>AIS Internal Billings:</u> All AIS Internal Billings must be submitted to Accounts Payable prior to noon on June 23, 2008.</p> <p>AIS Internal Billings received after noon on June 23, 2008 will not be processed within FY08.</p>
<p>June 26, 2008</p>	<p>Last day Accounts Payable will be able to process AIS invoice distribution forms as June business.</p>
<p>June 27, 2008</p> <p>Noon</p>	<p>Last day checks will be written for FY08 by Accounts Payable.</p> <p>NO CHECKS WILL BE WRITTEN JUNE 30, 2008 THRU JULY 4, 2008.</p>

<p>June 27, 2008</p> <p>End of business (4:30 pm)</p>	<p><u>Departments must have all Releases and Receipts for FY08 purchase orders entered (Releases must be entered and approved) by the end of business (4:30 pm) on June 27, 2008.</u></p> <p><u>NOTE:</u> 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 within 1 week, a release for an estimated amount of the purchase should be <u>entered and approved into AIS</u>. Upon receipt of the invoice, the release can be adjusted (increased/decreased).</p> <p>A release <u>cannot</u> be entered into AIS after the expiration date of the Planned Purchase Order.</p>
<p>July 7, 2008</p>	<p>Last day to submit invoices to Accounts Payable for planned purchase orders with June 30th ending date and invoice distribution forms for unencumbered purchases incurred prior to July 1st.</p> <p>All Travel Reimbursements (regardless of account), for travel expenses incurred in FY08, must be received in Accounts Payable.</p>
<p>August 8, 2008</p>	<p>All invoices to be processed against FY08 (Ledger 2) State Funds must be received in Accounts Payable.</p>
<p>September, 2008</p>	<p>Proposed cancellation of all FY08 State Funded (Ledger 2) Planned and Standard Purchase Orders.</p>
<p>October, 2008</p>	<p>Proposed cancellation of all FY08 (non State) Planned Purchase Orders with ending dates of June 30, 2008 and all FY08 (non State) fully matched Standard Purchase Orders.</p>