

IMPORTANT DEADLINES

FY2009 YEAR-END CLOSE OUT

PURCHASING & ACCOUNTS PAYABLE

***** Now accepting FY2010 Purchase Requisitions. *****

May 1, 2009	<p><u>FY09 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, 2009 will be given priority. <i>Purchasing cannot guarantee that requisitions submitted after May 1st will be paid from FY09 funds.</i> Requisitions using grant monies must indicate when the grant period ends.</p> <p><u>Note:</u></p> <p style="text-align: center;"><i><u>(The following also applies to FY2010 purchase requisitions.)</u></i></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 8, 2009	<p><u>Purchase Order Revisions:</u> Last day to increase or decrease FY09 State appropriated purchase orders.</p>
June 12, 2009	<p><u>Direct Vouchering (payment not associated with a purchase order):</u> Last day Accounts Payable will accept any invoice vouchers (IDFs) for FY09 (regardless of account) for payments to be processed prior to June 30, 2009.</p> <p><u>P-Card (OfficeMax):</u> The last day to return ordered merchandise from OfficeMax for credit is June 12, 2009.</p>

<p>June 15, 2009</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 15, 2009.</p> <p>After this deadline, SIU will be blocked from ordering by OfficeMax.</p> <p>For product ordered from OfficeMax on June 11 – 15, 2009, 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 19, 2009</p>	<p><u>P-Card:</u> Last day to order any product using a P-Card for FY09.</p> <p><u>All P-Card purchases charged to local accounts</u> must be delivered, reconciled and approved by <u>June 26th</u>, or they will not be FY09 transactions.</p> <p><u>All P-Card purchases charged to state accounts</u> must be delivered, reconciled and approved by <u>August 7th</u>, or they will not be FY09 transactions.</p>
<p>June 22, 2009</p>	<p><u>AIS Internal Billings:</u> All AIS Internal Billings must be submitted to Accounts Payable prior to noon on June 22, 2009.</p> <p><u>AIS Internal Billings received after noon on June 22, 2009 will not be processed within FY09.</u></p>
<p>June 26, 2009</p>	<p><u>Invoice Distribution Forms (IDFs):</u> Last day Accounts Payable will be able to process AIS invoice distribution forms (IDFs) as June business.</p> <p><u>P-Card purchases charged to local accounts:</u> Last day for all P-Card purchases charged to local accounts to be delivered, reconciled and approved or they will not be FY09 transactions.</p>
<p>June 29, 2009</p> <p>Noon</p>	<p>Last day checks will be written for FY09 by Accounts Payable.</p> <p><u>NO CHECKS WILL BE WRITTEN JUNE 30, 2009 THRU JULY 3, 2009.</u></p>

<p>June 29, 2009</p> <p>End of business (4:30 pm)</p>	<p><u>Departments must have all Releases and Receipts for FY09 purchase orders <u>entered (Releases must be entered and approved) by the end of business (4:30 pm) on June 29, 2009.</u></u></p> <p><u>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, 2009, a release for an estimated amount of the purchase should be <u>entered and approved into AIS.</u> If an estimated amount of the purchase cannot be easily determined, <u>enter and approve a release for \$1 (one dollar).</u> Upon receipt of the invoice, the Department can adjust the release (increase/decrease) within AIS.</u></p> <p>A release <u>cannot</u> be entered into AIS after the expiration date of the Planned Purchase Order.</p>
<p>July 10, 2009</p>	<p><u>Travel Vouchers:</u> All Travel Reimbursements (regardless of account), for travel expenses incurred in FY09, must be received in Accounts Payable.</p>
<p>August 7, 2009</p>	<p><u>Invoices and/or Invoice Distribution Forms (IDFs):</u> All invoices to be processed against FY09 State Funds must be received in Accounts Payable.</p> <p><u>P-Card purchases charged to state accounts:</u> Last day for all P-Card purchases charged to state accounts to be delivered, reconciled and approved or they will not be FY09 transactions.</p>
<p>August 21, 2009</p>	<p><u>P-Card Corrections:</u> Last day to process P-Card corrections for FY09 State Accounts.</p>
<p>September, 2009</p>	<p>Proposed cancellation of all FY09 State Funded Planned and Standard Purchase Orders.</p>
<p>October, 2009</p>	<p>Proposed cancellation of all FY09 (non State) Planned Purchase Orders with ending dates of June 30, 2009 and all FY09 (non State) fully matched Standard Purchase Orders.</p>