

**TO: All Department Heads and Chairs, Program Heads and Banner Finance Users**

**DATE: May 4, 2011**

**Please forward this memo to all involved personnel in your departments.**

Please notify us immediately if you need assistance in meeting these deadlines.

**END OF FISCAL YEAR 2010/2011 (FY2011)~START OF FISCAL YEAR 2011/2012 (FY2012)**

**Current Fiscal Year–July 1, 2010 to June 30, 2011**

- 1) 1)FY11 Invoices: to the controller's office by July 15 for goods/services received/ provided during FY11**
  1. Finalize department 2010/2011 spending in May or early June.
  2. Goods/services received/provided after 6/30 are FY2012 transactions.  
Note: Orders may be placed in June for the next fiscal year, with delivery after July 1.
  3. For inclusion in the 2010-2011 budget, goods and services must be received /provided prior to the end of the fiscal year and the completed/approved invoice and *Accounts Payable Voucher/Expense Reimbursement Form* received by the Controller's Office no later than July 15.
  4. Please use June to resolve any delivery and invoicing issues. If you have not received goods previously ordered, contact the vendor and/or Purchasing to resolve any issues holding up delivery. If you have received the goods or services, but not an invoice, please request one from the vendor.
  5. Contact the controller's office if a charge is in the wrong fiscal year.
- 2) Procurement Cards (Pcard): Transactions done on or just before June 30 may end up in the next fiscal year because transactions are automatically feed into Banner from the credit card company.**
  1. Complete all Pcard transactions by June 24 to ensure processing by the vendor and credit card company/bank before June 30.
  2. Goods/services must be received/provided by June 30 for FY11 inclusion, document date of receipt.
  3. Contact the controller's office if a charge is in the wrong fiscal year.
- 3) Requisitions (purchase orders): Please submit all remaining requisitions for purchases from FY 2010/2011 funds to the Purchasing Department by Friday, May 27, 2011.**
  1. The purchase order (PO) will be issued after review, price checking, and approvals. This can take several days.
  2. Goods/services must be received/provided by June 30 for FY11 inclusion, document date of receipt.
  3. Contact the controller's office if a charge is in the wrong fiscal year.
- 4) Open Purchase Orders: Advise the Purchasing Department immediately of any overdue purchase orders so they can expedite delivery.**
  1. Contact the Purchasing Office with the vendor name, vendor contact information and PO number.
  2. Provide when the order was expected and if delivery after 6/30 is acceptable.
- 5) Blanket Orders: Stop ordering off FY11 Blanket Orders by Friday, June 17, unless you are sure the invoice will be received in time to meet the July 15 deadline noted under invoices.**

## **Next Fiscal Year–July 1, 2011 to June 30, 2012**

### **1) FY 2011/2012 Fall Opening: Requisitions**

Please submit requisitions for those items of educational supplies, equipment, repairs, etc., on which you want delivery by fall opening. These orders will be placed for delivery after July 1, 2011 in order that payment may be made from FY 2011/2012 funds. These requisitions should be dated July 1, 2011. Submit them as soon as possible to allow time for processing bids and purchase orders. Generally, allow three weeks for bid processing and one week for order placement. Bid processing and order placement will take place during June in order to ensure delivery as soon after July 1 as possible. Please indicate desired delivery date. Please submit these requisitions as soon as possible to ensure timely delivery. Bidding and price checking are very important ways for us to help you save budget dollars.

### **2) FY 2011/2012 Fall Opening: Requisitions for Blanket Orders**

If you want to establish or renew requisitions for Blanket Orders for FY 2011/2012, please send to the Purchasing department by Friday, June 1, 2011.

#### **For your convenience:**

- If you had a Blanket Order with a vendor in FY'11, you do not need to do a new requisition form for FY 2011/2012, just make a copy from your present Blanket Order with any changes noted. Mark the copy: **"RENEW for FY 2011-2012"**, sign and forward it to the Purchasing Department. Please note, beginning this fiscal year, all blanket orders must be accompanied by the contract, pricing agreement or quote pertaining to the service required.
- If you are purchasing expendable supplies and the vendor accepts MasterCard, you do **not** need a blanket order, use your Pcard in lieu of a Blanket Order.
- Blanket Orders with very little or no activity should **not** be renewed. If typical orders average \$500 or less, simply order directly from the vendor without a P.O. and use your Pcard.
- To apply for a Pcard please see the link below to the required forms on the Purchasing website. All forms should be forwarded to the Purchasing Department at 126 West Street.  
<http://www.smith.edu/purchasing/procard.php>

**If you have any questions or concerns, or if you anticipate difficulty in complying with the above requests, contact:**

**Controller's Office:** Scott Morin (2226 or [samorin@smith.edu](mailto:samorin@smith.edu))  
Trish Rockett (2227 or [prockett@smith.edu](mailto:prockett@smith.edu))  
Bill Sheehan (2222 or [wsheehan@smith.edu](mailto:wsheehan@smith.edu))

**Purchasing Office:** Lynn Pelland (extension 2232 or email [lpelland@smith.edu](mailto:lpelland@smith.edu))  
Linda Hiesiger (2231 or [lhiesige@smith.edu](mailto:lhiesige@smith.edu))