

# SMITH COLLEGE

**TO: All Department Heads, Department Chairs & Program Heads**

**FROM: Linda Hiesiger & Trish Rockett**

**DATE: May 21, 2009**

## **END OF FISCAL YEAR 08/09 ~ START OF FISCAL YEAR 09/10**

Fiscal year 08/09 ends June 30, 2009. We ask your help in carefully adhering to all deadlines outlined below.

To assist the Controller's Office in closing the College's books promptly and accurately for the 08/09 fiscal year ending June 30, 2009, please adhere to the following time table. Please notify us immediately if you need assistance in meeting these deadlines.

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

1) Invoices:

The Controller's Office requests that departments finalize their fiscal year spending in May or early June. The month of June can be used to receive final purchases and reconcile budgets. Orders may be placed in June for the next fiscal year, but should request delivery after July 1<sup>st</sup>.

To be included in the 2008-2009 budget, goods/services must be received/provided by June 30, 2009 and the completed/approved Accounts Payable Voucher or Expense Reimbursement Form received by the Controller's Office by July 10. Therefore, please resolve any delivery and invoicing issues as soon as possible. If you have not received goods previously ordered please contact the vendor and/or Purchasing to resolve any issues holding up delivery. If you receive the goods/services (by June 30) but not an invoice, please request one from the vendor so you have it prior to July 10, 2009.

2) Requisitions (purchase orders):

Please submit all remaining requisitions for purchases from FY 08/09 funds to the Purchasing Department by Friday, May 29, 2009. Please note that if you place an order by May 29<sup>th</sup>, the item(s) must be received in and invoiced no later than June 30, 2009.

3) Open Orders:

Advise the Purchasing Department immediately of any overdue orders so that they can expedite delivery. Call Lynn Pelland at x 2232 or Linda Hiesiger at x 2231.

4) Blanket Orders:

Stop ordering off of the FY'09 Blanket Orders by Friday, June 19, unless the vendor assures you the invoice will be received prior to the end June so the invoice may be processed by the July 10th deadline.

Renewal requisitions for all Blanket Orders, which are to be continued for FY 09/10, should be sent to the Purchasing department by Friday, June 19. For your convenience:

- If you had a Blanket Order with a vendor in FY'09, you do not need to do a new requisition form for FY'09/10, just make a copy from your present Blanket Order with any changes noted. Mark the copy: "**RENEW for FY'09-10**", sign it and forward it to the Purchasing Department.

- You may also wish to consider using your Procurement Card instead of a Blanket Order if the vendor takes Mastercard.
- 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 procurement card. To apply for a Procurement Card, call Lynn Pelland at x2232.

If you want to request additional Blanket Orders, please submit a requisition to Purchasing. They will review past order history and recent requirements and help you decide if a new Blanket Order will suit your needs.

5) FY' 09/10 Fall Opening:

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, 2009 in order that payment may be made from FY'09/10 funds. These requisitions should be dated July 1, 2009. Submit them as soon as possible to allow time for processing bids and purchase orders. Generally, allow 3 weeks for bid processing and 1 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.

**If you have any questions or concerns, or if you anticipate difficulty in complying with the above requests, please call Lynn Pelland at x2232, Linda Hiesiger at x2231 for Purchasing related issues or Trish Rockett at x2227 for Controller's Office issues.**