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

FROM: Controller’s and Purchasing Offices

SUBJECT: Information on End of Fiscal Year 2012/2013 and Start of Fiscal Year 2013/2014

DATE: May 13, 2013

Please forward this memo to applicable staff members in your department and notify us immediately if you need assistance in meeting these deadlines.

End of Fiscal Year—July 1, 2012 to June 30, 2013

1) Requisitions: Please submit all remaining requisitions for purchases against FY 13 funds to the Purchase Office no later than Wednesday, May 22, 2013. The purchase order (PO) will be issued after review, processing, and approvals. This can take several days.

2) Blanket Orders: Stop ordering off FY13 Blanket Orders by Friday, June 14; unless you are sure the invoice will be received in time to meet the July 12 deadline noted under invoices.

3) Finalize FY13 Department Discretionary Spending in Late May or Early June.
   1. Invoices and Expense Reimbursements: the completed/approved invoice, Accounts Payable Voucher/Expense Reimbursement Form should be received by the Controller’s Office no later than Friday, July 12. Please submit as soon as possible to help avoid a last minute overload in the accounts payable unit.
   2. College Corporate Card: transactions near June 30 may be posted to the wrong fiscal year because we use the date provided by the credit card company to determine the fiscal year to post to. Also, many times the vendor does not transmit the transaction the same day and it takes a couple of days to go through the bank site. Contact the Controller’s Office if a charge is in the wrong fiscal year.

4) Please use the month of June to resolve any delivery and invoicing issues. If you have not received goods previously ordered, contact the vendor and/or Purchasing Office 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) Reminder: Goods and services must be received or provided by June 30 for FY13 inclusion, please document the date of receipt. Contact the Controller’s Office if a charge is in the wrong fiscal year.
Next/Start of Fiscal Year—July 1, 2013 to June 30, 2014

1) FY 2013/2014 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, 2013 in order that payment may be made from FY 2013/2014 funds. These requisitions should be dated July 1, 2013. 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 2013/2014 Fall Opening: Requisitions for Blanket Orders
   If you want to establish or renew requisitions for Blanket Orders for FY 2013/2014, please send to the Purchasing Office by Friday, June 28, 2013.

For your convenience:

- Please note, all blanket orders must be accompanied by the contract, pricing agreement or quote pertaining to the goods or service required.

- If you are purchasing expendable supplies and the vendor accepts MasterCard, you do not need a blanket order, use your College Corporate Card 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 the College Corporate Card.

- To apply for a Card please follow 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/pcard.php

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

**Controller’s Office:** Beth Bone (x2228 or ebone@smith.edu)  
Melissa Oliveira (x2244 or moliveir@smith.edu)  
Bill Sheehan (x2222 or wsheehan@smith.edu)

**Purchasing Office:** Lynn Pelland (x 2232 or lpelland@smith.edu)  
Linda Hiesiger (x2231 or lhiesige@smith.edu)