

Notice 12-02  
March 13, 2012

**Final FY 2012 Dates for Construction or Major Repairs and Improvements, Real Estate Lease Agreements, and Other Contracts**

Kansas State University Purchasing has established the following purchasing deadline dates.

**Construction or Major Repairs & Improvements – FY 2012 Funds**

On any project financed with funds which lapse on June 30, 2012, preliminary work on plans and specifications should be started immediately so bids can be issued. In the event a Purchase Requisition (PR) has not yet been processed, it should be initiated immediately and submitted by April 13, 2012.

**Negotiated Requests for Proposals**

Submit Purchase Requisitions for items and services requiring the negotiated procurement process and involving FY 2012 funds to Purchasing by April 13, 2012.

**Final Dates for FY 2012 PR's**

<u>Orders &amp; Agreements FY 2012 Funds</u>	<u>Estimated Amount</u>	<u>Final Date</u>
Purchase Requisitions	\$25,000 or more	05-14-2012
Purchase Requisitions	Less than \$25,000	05-29-2012

Submitting your PRs immediately will provide time to review bids, obtain firm costs, and adjust account balances if necessary.

**It is important that this memo is shared with all individuals responsible for processing PRs as the final due dates are firm. Therefore, please mark these dates on your calendar.**

### **Using Available Funds**

As the year end approaches, you are reminded:

- A. Place the remainder of your current fiscal year's orders as soon as possible to ensure receipt and payment of orders in this fiscal year. This applies to all accounts, including fee funds.
- B. Arrange for an accurate record of all obligations made by anyone in your department.
- C. Accounts may not be overdrawn. Exceptions to the overdrawn policy must have support of a written request from the department head, with approval by the Assistant Vice President of Financial Services. Expenditures from general use departmental accounts beyond budget will result in corresponding reductions in the subsequent fiscal year departmental allocation.

### **Purchasing – Not Encumbering**

Please remember as of July 1, 2011, Purchasing stopped encumbering funds for orders placed by the Office. Copies of purchase orders are sent to departments for their records and it is the responsibility of the department to encumber the funds if the product/service has not been received and payment made by the FY end payment process deadline set by Accounts Payable.

### **Special Exemption for Obligations Paid from Sponsored Research Projects (Project #s beginning with G).**

For fiscal year end purposes, it is not necessary to encumber grant funds.

It is not necessary to submit PRs by the above final dates for Sponsored Research Projects. PRs and POs on Sponsored Research Project accounts may be submitted at any time. However, the increased volume of PRs in May and June sometimes causes delays. This, timely submission of all PRs is encouraged.

### **Fiscal Year 2013 Business**

PRs and Real Estate Lease Agreements on 2013 fiscal year's funds may be submitted any time. These forms are to be dated July 1, 2012 or later and the fiscal year (FY) changed to "13." Fiscal Year 2012 transactions will be priority; therefore, there may be some delay in processing Fiscal Year 2013 PRs.

We appreciate your cooperation to facilitate a smooth transition from the current fiscal year to the new fiscal year. If you have questions, please contact Purchasing at (785) 532-6214 or [kspurch@k-state.edu](mailto:kspurch@k-state.edu).