



Office of the Vice President for
Finance and Administration
Procurement Office

DATE: February 6, 2018

TO: Administrators, Business Managers and Fiscal Operations Personnel

FROM: Annette Evans
Procurement Officer

RE: Appendix to Fiscal 2018 Year End Letter

This appendix provides general guidelines on Procurement's ability to issue purchase orders during the end of FY 2018 and the beginning of FY 2019. This fiscal year-end will be unique and unlike any prior year-end as the University converts open purchase orders and their related encumbrance balances to transition to the new version of UGAmart and PeopleSoft.

The University will have two distinct transactional periods to address during the conversion and transition to PeopleSoft. The processes outlined below are being established to address **critical operational needs** during these defined periods. Routine purchases should be planned to occur before or after the dates outlined below.

- **Exception Processing** (June 7 – June 25) refers to the processing of purchase requests after the cutoff date of June 6th but before UGAmart is unavailable during conversion to PeopleSoft. The exception process will consist of, where possible, expedited processing of purchase requests in UGAmart prior to the lockout date of June 26th.
 - The check request and p-card processes should be used instead of a purchase request when policy allows for their use.
 - During the exception period, purchase requests should be limited to an as needed critical basis.
- **Emergency Processing** (June 26 – July 9, estimated and referred to as “blackout period”) refers to the processing of purchase requests during the time that UGAmart is unavailable. The emergency process will consist of entering purchase requests into a

non-UGAmart system so that Procurement may manually process the request. This request must come from the units' Chief Business Officer. The Chief Business Officer is the official source for all emergency purchase requests at the unit level. The Chief Business Officer will also serve as the departmental approval record for all emergency purchase requests.

- POs resulting from emergency purchase requests will be encumbered against FY 2019 funds.
- All emergency purchase requests will be re-entered by the department into UGAmart once the blackout period ends. This step is required so departments can retain visibility of their orders in UGAmart. Additionally, the re-creation of all emergency purchase orders is required to establish the encumbrance in PeopleSoft and allow downstream processes like receipt and invoice creation to occur.
- Further details on the emergency processing procedures will be communicated directly to the Chief Business Officers. Chief Business Officers will then communicate out to their units on how they want the emergency process to work within their unit.

Considerations:

1. If your unit is instituting earlier purchasing cutoff dates in advance of UGA's deadlines, we encourage you to plan procedures for purchases that are needed between your early deadlines and the UGA year-end deadlines.
2. In situations where a purchase order is required during the blackout period, Procurement will process these with a business justification from the unit. The number of POs of this nature should be very limited. An example is when a vendor requires a hard copy purchase order prior to providing any required good or service. Examples include maintenance/service agreements and new copier leases that have a required start date of July 1. Some vendors will not service or support a maintenance request if they do not have an official purchase order on file. For these cases, Procurement can issue a FY19 purchase order early. These procedures will be shared after they are established.