

## **FY19 Requisitions in UGAmart (Now thru June 25, 2018)**

### **Fiscal Year End Handling of FY19 Requisitions in UGAmart (Now through June 25, 2018)**

**Overview:** This message was distributed to the Business Services Listserv on March 21, 2018.

As a follow-up to the previous Fiscal Year End letters, there is a change in how requisitions for next fiscal year (FY19) will be processed. Effective now through June 25<sup>th</sup>, requisitions utilizing FY19 funds will be limited to the following types of purchases:

- New Copiers (Purchase or new lease where the new copier will be delivered in July)
- Annual Maintenance Service Contracts of Equipment where the vendor requires payment no later than July 30<sup>th</sup> for continued coverage into the new fiscal year.
- Renewal of previously approved blanket orders when the need for a July delivery is anticipated (i.e. live animals, animal feed, etc.)
- Software licenses where the vendor requires payment no later than July 30<sup>th</sup> for continued use of the software in the new fiscal year.
- Events/Conferences
- Study Abroad
- Services (i.e. pest control, cleaning, etc.) where the vendor requires payment no later than July 30<sup>th</sup> for continued service provision in the new fiscal year

Please reach out to the following to discuss needs that are not covered above.

Annette Evans	<a href="mailto:amevans@uga.edu">amevans@uga.edu</a>	706-542-7066
Jessica Beri	<a href="mailto:jberi@uga.edu">jberi@uga.edu</a>	706-542-0876
Claire Boyd	<a href="mailto:cboyd@uga.edu">cboyd@uga.edu</a>	706-542-7107

Should you have a procurement need that meets the above requirements, steps for the FY19 Requisitions in UGAmart prior to blackout period starting June 26 are as follows:

1. Department user enters requisition in UGAmart, enters 7/1/18 as the accounting date, and attach any supporting documents including any applicable invoices for payments required prior to July 30.
2. Once the requisition is received in Procurement, it will be reviewed to ascertain if the goods/services meets the criteria listed above.
  - a. If the purchase falls into one of the categories, Procurement will:

- i. process the requisition following normal purchasing rules and regulations,
  - ii. revise the accounting codes section in UGAmart to allow tracking as a FY19 order,
  - iii. revise the accounting date accordingly
  - iv. Issue a purchase order to the vendor.
- b. If the purchase does not fall into one of the categories, Procurement will:
- i. Reach out to the originator to discuss if an exception is needed, if an exception is granted, Procurement will proceed as outlined in section 2a.
  - ii. If an exception is not warranted then the requisition will be rejected by Procurement, and,
    1. If the vendor will only provide the services/goods if they receive a purchase order prior to the end of UGAmart blackout (July 9), the Unit's Chief Business Officer will need to submit a requisition in the Emergency/Blackout Purchasing system and follow processes that will be communicated no later than June 4th.
    2. If the vendor does not need a purchase order prior to July 9<sup>th</sup> to provide services, the department will enter a requisition in UGAmart after the blackout period.

Any FY19 requisitions that have already been entered by campus and received in Procurement will be handled following the steps in the above #2 section.

Instructions on how emergency processing of purchases during the "blackout period" (June 26 – July 9) will be provided in a separate communication closer to fiscal year end.

If you have any questions about the year-end procurement process, please contact procurement at **706-542-2361** or [procure@uga.edu](mailto:procure@uga.edu).