

Purchasing Division

Fiscal Year 2007-08 Requisition Cut-Off Dates

April 4, 2008 : **Requisitions for Goods, Services and Equipment not on Price Contracts**

Requisitions for goods, services or equipment in excess of \$40,000 that are not on price contracts and will be delivered prior to July 1st.

April 18, 2008: **Requisitions for Furniture, Vehicles or Lease-Purchases**

Requisitions for furniture and vehicles or for lease-purchases where the first payment is requested from Fiscal Year 2007-08 funds.

May 23, 2008: **Requisitions for Small Dollar Purchases**

Requisitions for small dollar purchases of commodities where informal quotes (phone or fax) may be obtained and the items will be delivered prior to July 1st.

June 6, 2008: **Requisitions for Equipment and Supplies on Price Contracts**

Requisitions for equipment and supplies that are on price contracts and will be delivered prior to July 1st.

July 8, 2008: **On-line Receiving**

Online receiving for all goods and services received prior to or on June 30th must be posted by 4:30pm.

Note:

Departments are responsible for canceling an open requisition to release pre-encumbrances. SAP Report Z_MMEBAN is available to assist in managing requisitions. Transaction Z_MMOPEN can be used to identify open purchase orders. Departments must contact Purchasing to release encumbrances on an open purchase order. If you have questions about encumbrances, please contact your area business officer.

For the complete 2007-08 Closing Schedule refer to website:

<http://www.uky.edu/EVPFA/Controller/gahome/yeclose.pdf>.