



**University of Kentucky  
Purchasing Division**

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**TO:** All University Departments  
**FROM:** Barry Swanson, Chief Procurement Officer  
Purchasing Division  
**SUBJECT:** Purchasing Shopping Cart/Requisition Deadlines for Fiscal Year 2018-19  
**DATE:** March 14, 2019

**PLEASE READ CAREFULLY**

Shopping Carts/Requisitions received by the following designated cut-off dates will be processed on old year funds. The Purchasing Division will make every effort to process Shopping Carts/Requisitions received after the cut-off dates; however, we cannot guarantee that purchases will be processed against current year funds. Those Shopping Carts/Requisitions received before the deadlines will take first priority.

**Encumbrances:** Regular encumbrance balances not cleared by payment or account payable accruals will be forwarded to the new fiscal year and charged against the 2019-20 budget. Departments are responsible to cancel any open Shopping Carts/Requisitions to release pre-encumbrances. SAP reports ZMM\_BA\_RPT and Z\_MMEKPO are available to identify open purchase orders. A help guide for using the BA report is available on the Purchasing website at: [http://www.uky.edu/Purchasing/docs/qrc\\_bareport.docx](http://www.uky.edu/Purchasing/docs/qrc_bareport.docx).

**[Deadline 1 – April 15, 2019: Shopping Carts/Requisitions for Lease Purchases, Equipment, and Vehicles and Capital Non-Price Contract Goods, Services, and Equipment](#)**

Last day that Shopping Carts/Requisitions can be received in Purchasing for vehicles or a lease where the first payment is requested from Fiscal Year 2018-19 or for purchase of capital goods, services, or equipment that are not on a current University Price Contract and require delivery prior to July 1<sup>st</sup>.

**[Deadline 2 – May 17, 2019: Small Dollar Purchases, Contract and Non-Contract](#)**

Shopping Carts/Requisitions for small dollar purchases of any type that require delivery prior to July 1<sup>st</sup>.

**[Deadline 3 – June 28, 2019: Online Confirming/Receiving must be posted by 4:30 p.m.](#)**

Last day to enter online receipts for all goods and services received prior to June 30 for SAP Purchase Orders 43XXXXXXXX or 47XXXXXXXX.

**[Deadline 4 – July 1, 2019: Online Confirming/Receiving must be posted by 4:30 p.m.](#)**

Last day to enter online goods confirmations/receipts for all goods and services received prior to or on June 30 for SAP Purchase Orders 45XXXXXXXX and SRM Purchase Orders 75XXXXXXXX, 78XXXXXXXX, and 88XXXXXXXX.

**Important note for SRM Goods Confirmers:** Due to backdating requirements for goods receiving/confirming documents during this period, SRM Goods Confirmers will need to use SAP T-code MIGO on July 1 to create goods receipts for items received prior to or on June 30, 2019. For questions, or to receive temporary MIGO permissions to execute these, email [srmhelp@uky.edu](mailto:srmhelp@uky.edu). It is to departments' advantage to create required confirming/receiving documents prior to June 30<sup>th</sup>.

In order to complete the procurement process, each department **MUST perform online confirming/receiving**. Failure to post online confirming/receiving within the deadlines will result in payment being made on new year funds.

**It is a violation of University policy to falsify documentation.**