



**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 2017-18
DATE: March 1, 2018

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/Purchase 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 2018-19 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.

[Deadline 1 – April 2, 2018 – Shopping Carts/Requisitions for Lease Purchases, Equipment, and Vehicles and Capital Non-Price Contract Goods, Services, and Equipment](#)

This is the last day requisitions can be received in Purchasing for vehicles or a lease where the first payment is requested from Fiscal Year 2017-18 or for purchase of capital goods, services, or equipment that are not on a current University Price Contract and require delivery prior to July 1st.

[Deadline 2 – May 18, 2018 - Small Dollar Purchases, Contract and Non-Contract](#)

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

[Deadline 3 – June 30, 2018 – 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 or on June 30 for SAP Purchase Orders 43XXXXXXXX or 47XXXXXXXX.

[Deadline 4 – July 2, 2018 – 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 to create goods receipts for items received prior to or on June 30, 2018. For questions, or to receive temporary MIGO permissions to execute these, email srmhelp@uky.edu. It is to departments' advantage to create required confirming/receiving documents on or prior to June 30th.

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.