

UNIVERSITY of WISCONSIN
GREEN BAY

MEMORANDUM

TO: Deans/Directors/Department Chairs & Administrative Support Staff

FROM: Linda Dupuis, Director of Institutional Support

DATE: March 18, 2009

SUBJECT: Deadline Dates for Budget Year 2008-2009

PURCHASE ORDERS:

All goods/services ordered must be received no later than June 30, 2009 in order for the payment to be charged to fiscal year 2008/2009 funding. Purchase orders must be entered into PeopleSoft enough in advance to ensure delivery of the product/service no later than June 30, 2009.

Anything ordered this fiscal year, but received on July 1 or after, will be paid from 2009-10 year funds. Please consider the additional time that may be required for possible bidding in order to meet this deadline. There has been an increase in the number of orders placed and direct payments requested near year end cut-offs, without adhering to the required bid limits listed below. Orders and payment requests received on time will have priority over those received late to assure a legitimate procurement process.

Bid information **must** be received in the Purchasing Office on or before the following dates:

PURCHASE ORDER DOLLAR AMOUNT*	DATE INFORMATION REQUIRED IN PURCHASING OFFICE
\$25,000 & Over requiring bid process	April 10, 2009
\$5,000 - \$24,999 requiring bid process	April 24, 2009
Any dollar amount NOT requiring bid process**	June 5, 2009
Emergency Transactions (with prior approval from Director of Institutional Support)	June 19, 2009
Purchasing Card Orders***	See Below

NOTE: Some items may be purchased from an existing mandatory Department of Administration contract, UW-System contract or waiver regardless of the dollar amount. If in doubt, please contact the Purchasing Office at X2598 early to verify whether a bid process is required.



PRINTING ORDERS:

The following timetable pertains to printing order deadlines. Please contact Nancy Matzke at X2214 with any questions regarding printing orders.

REQUISITION DOLLAR LEVEL*	DATE MATERIAL REQUIRED IN UNIVERSITY COMMUNICATIONS OFFICE
\$25,000 & Over requiring bid process (Non-contract printing)	April 10, 2009
\$0 - \$24,999 requiring bid process (Non-contract printing)	April 24, 2009
Any dollar amount NOT requiring the bid process (Contract printing)	May 22, 2009

PROCUREMENT CARD PURCHASES:

A specific cut-off date cannot be listed for Purchasing Card orders, due to variables involved from point of sale to posted charge. The following process takes place when using a Purchasing Card:

- The charge is authorized at the point of sale
- The merchant transmits this data to their bank
- Merchant's bank transmits data to VISA
- VISA transmits data to US Bank—it is at this point the charge is actually *posted* to the cardholders account.

The entire process normally takes between 2-3 days; however, it can take much longer. Please remember that the vendor cannot legally charge your Purchasing Card prior to shipping the order. Therefore, it will be the department head's decision when to suspend use of the Purchasing Card to ensure payment is charged to 2008/2009 budget. The last Purchasing Card download for fiscal year 2008-09 will take place on June 29, 2009—all transactions that have posted to the account by midnight, June 26th will be paid from 2008-09 funding. Please contact Marie Helmke Lyon at X2598 with questions.

UPS/POSTAGE & COPY CENTER ORDERS:

The cut-off date for UPS, Postage & Copy Center orders will be June 19th, 2009. All transactions/orders completed by this date will be posted to fiscal year 2008-2009—transactions conducted after this date will be charged to 2009-2010 fiscal year. Contact Cheryl Pieper at X2206 with any questions.

TRAVEL EXPENSE REPORTS & PIR'S:

Travel Expense Reports & Payment to Individual Reports must be received by Diane Eastman (IS 1204) no later than Friday, June 19th in order to ensure payment from 2008-2009 fiscal year funds. Please contact Diane Eastman at X2227 with any questions.

CHECK REQUESTS:

All direct charge invoices and/or documents requesting payment must be received by Cheryl Pieper in the Accounts Payable Office (located within Purchasing) no later than Monday, June 15th, 2009 in order to ensure payment from fiscal year 2008-09. Please contact Cheryl at X2206 with any questions.