

**UNIVERSITY of WISCONSIN**  
**GREEN BAY**

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

**FROM: SuAnn Detampel**

**DATE: March 20, 2018**

**SUBJECT: Year-end Cutoff Dates for Fiscal Year 2018**

**IMPORTANT DATES TO REMEMBER:**

Item	Due Date	Department Due to	Contact
<b>Purchase Orders</b> \$50,000 & Over requiring bid process \$5,000 - \$49,999 requiring bid process PO's not requiring bid process Emergency transactions (with approval)	Friday, April 6 Friday, April 20 Tuesday, May 29 Friday, June 15	Purchasing (IS1038)	Tory Ortscheid ext. 2598
<b>Printing Orders</b> \$25,000 & Over requiring bid process \$0 - \$24,999 requiring bid process Any dollar amount not requiring bid process	Friday, April 13 Friday, May 4 Friday, May 11	University Communication (CL823E)	Tammy Papineau ext. 2214
<b>MDS (Material Distribution Services)</b>	Friday, June 15	Purchasing (IS1038)	Tory Ortscheid ext. 2598
<b>UPS/Postage/Copy Center</b>	Friday, June 22	Controller's Office (ES109)	Lisa Jackovich ext. 2968
<b>Stores Orders</b>	Friday, June 22	Receiving (LS110)	Colleen Cowling ext. 2215
<b>Accounts Payable/Check Requests</b>	Friday, June 22	Controller's Office (ES109)	Bea Yang Thao ext. 2206
<b>Travel E-Reimbursements</b> – Electronic expense reports submitted through the E-Reimbursement process, must be approved by supervisors and submitted to the travel auditor by Friday, June 22. Please allow some additional time when submitting the electronic reports to ensure supervisor approvals are complete.	Friday, June 22	Controller's Office (ES109)	Dolly Jackson ext. 2227
<b>Procurement Card Purchases</b>	Friday, June 29	Purchasing (IS1038)	Tory Ortscheid ext. 2598
<b>Direct Retro Salary Requests</b>	Thursday, July 5	Payroll (CL710)	Kimberly Sipiorski ext. 2196
<b>Chargebacks/Transfers</b>	Monday, July 9	Controller's Office (ES109)	Lisa Jackovich ext. 2968

## **ADDITIONAL INFORMATION:**

### **Purchase Orders:**

All goods/services ordered must be received no later than June 29, 2018 for the payment to be charged to fiscal year 2018 funding. Purchase orders entered into Peoplesoft SFS after May 31, 2018 will be charged to fiscal year 2019. Please consider the additional time that may be required for bidding in order to meet these deadlines. In past years there has been an increase in the number of orders placed and direct payments requested near year end cut-offs. Orders and payment requests received on time will have priority over those received late to assure a legitimate procurement process.

NOTE: Some items may be purchased from an existing mandatory DOA contract, UW-System contract or with a waiver without further bidding. If in doubt, please contact the Purchasing Office at ext. 2598 early to verify whether a bid process is required.

### **E-Reimbursements:**

Expense reports submitted through the E-Reimbursement process, must be approved by supervisors and submitted to the travel auditor by Friday, June 22. Please allow some additional time when submitting the electronic reports to ensure supervisor approvals are complete.

### **Procurement Card Purchases:**

The final fiscal year 2018 purchasing card download will occur on Friday, June 29 - all transactions that have posted to the account by midnight will be paid from current year funding (keep in mind, transactions may take a few days from the transaction date to post to the PCard account).

Users may enter information into Transaction Management until 4:30pm on July 3, 2018. The transactions from the final procurement card cycle for fiscal year 2018 will be viewable in WISDM on Friday, July 6. Please contact Tory Ortscheid at ext. 2598 with questions.

The entire process of posting transactions to the procurement card normally takes between 2-3 days, but 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 the current budget year.

### **MDS (Material Distribution Services) Charges:**

The cut-off date to order for fiscal year 2018 billing is Friday June 15, 2018. FY18 billing applies to items in stock (not back-ordered) and does not include orders that require customization (ex. signature stamp). All orders must be shipped and billed no later than June 15, 2018. Back-ordered items that are not received by this date will be charged to fiscal year 2019 funding. PAT deadline is noon on June 28. Please contact Tory Ortscheid at ext. 2598 with any questions.

### **Chargebacks/Transfers:**

Fiscal year 2018 chargebacks processed after June 30, must use July 1, 2018 as the journal date. All chargebacks dated after July 1 will be charged to the next fiscal year. Please contact Lisa Jackovich at ext. 2968 or SuAnn Detampel at ext. 2302 with any questions.

### **Direct Retro Salary Requests:**

The final fiscal year 2018 payroll is the June B bi-weekly payroll, which will be viewable in WISDM on Monday, July 2. The final day for direct retro salary transfer requests is Thursday, July 5.