

Special year end purchasing procedures

There will be a period of time where purchases using Purchase Orders (POs) will not be allowed. That window of time starts at 2:00 p.m. on Friday June 19 and extends until 8:00 a.m. on Monday July 6. During this period of time, no POs may be processed for purchases. However, we understand that purchasing activities cannot cease during this window. There are a number of other methods for purchasing during this window when POs may not be processed, including the following:

- **Phone orders will be accepted by U Stores**
Units must provide appropriate ChartField string(s) information when ordering. Call UStores at 612-624-4878 to order.
- **\$0 to \$2,499.99**
Use the PCard up to the limits (\$2,499.99 per order and \$10,000 per month). All normal PCard rules and procedures apply (no capital equipment, etc.).
- **\$0 to \$10,000**
For items not allowed on the P Card, departments may order without a PO and pay as a non-PO voucher up to 6/26 for FY 2009. After 6/26, non-PO purchases may also be made but the processing of the related invoice will be different. The invoice should be imaged; however, the voucher specialist must wait to enter the voucher until FY2010 opens (tentatively July 6). This plan should enable every vendor to be paid within 30 days of the invoice date.
- **\$10,000 and greater or any amount where the vendor requires a PO**
Hopefully, there should be very few of these. However, in cases where these purchases must proceed, please call Purchasing Services to get a paper PO prepared to send to the vendor. The department will need to enter the requisition into PeopleSoft after July 6.
- **Existing Blanket Orders**
Continue to order off existing blanket orders and enter the transactions after July 6.
- **Services up to \$2,999.99**
Direct the vendor to perform the work and enter a VCPS in FY 2010. Services \$3,000 and greater, call Purchasing Services for assistance.

Please note that during this window, vendor setup requests will NOT be impacted.

Once the new fiscal year is available in PeopleSoft for procurement (currently scheduled for July 6, 2009) all purchasing activities will revert back to the University's established policies and procedures.

To minimize disruptions and problems, please work with your departments to plan ahead as much as possible.