June 1, 2020

TO: ALL DEANS, DIRECTORS, AND DEPARTMENT HEADS

FROM: Will Hobart, Director of Procurement and Disbursements

SUBJECT: YEAR-END DEADLINES - PURCHASE REQUISITIONS FOR FY 2020

The deadlines and instructions for on-line submittal of requisitions for the remainder of Fiscal Year 2020 are listed below.

<table>
<thead>
<tr>
<th>Type of Purchase</th>
<th>Deadline</th>
</tr>
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<tbody>
<tr>
<td>Information Technology Request submitted to Division of Information Technology, or Facilities Modifications Request (FMR) submitted to Administrative Operations</td>
<td>June 10, 2020**</td>
</tr>
<tr>
<td>Requisitions ($50,000 or above) Formal bids required</td>
<td>June 15, 2020***</td>
</tr>
<tr>
<td>Requisition ($≤ 50,000) informal bids required</td>
<td>July 6, 2020***</td>
</tr>
<tr>
<td>State &amp; TX MAS Contracts, Cooperatives and Blanket Awards</td>
<td>August 17, 2020***</td>
</tr>
<tr>
<td>Delegated Purchase Orders in IslanderBuy (&lt; $5,000)</td>
<td>August 17, 2020***</td>
</tr>
<tr>
<td>Procurement Credit Card purchases</td>
<td>August 26, 2020***</td>
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</table>

**Any IT Request or FMR submitted after the deadline will be reviewed on a case by case basis and may not be able to be completed by August 31st.

***Allocated accounts will roll forward. Allocated accounts include Designated Tuition (28xxxxx), University Services Fee (207xxx), and non-Special Item state accounts (1xxxxxx)

GRANT Accounts

If you have a grant account fund and an exception is necessary to meet your contractual obligation, it will be granted after review on a case by case basis.

Year-End Closeout Workshop

The Procurement & Disbursements and Accounting departments will hold a “FY20 Year-End Closeout Workshop” on the days listed below from.

Departments are encouraged to send representatives to the year-end closeout workshop. It is recommended that employees, who work in FAMIS or IslanderBuy, attend a workshop.

<table>
<thead>
<tr>
<th>DATES</th>
<th>LOCATION</th>
<th>Time</th>
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<tbody>
<tr>
<td>Friday, June 12, 2020</td>
<td>Webex Meeting</td>
<td>9:00 – 11:00 AM</td>
</tr>
<tr>
<td>Wednesday, July 15, 2020</td>
<td>Webex Meeting</td>
<td>1:30 – 3:30 PM</td>
</tr>
</tbody>
</table>

The year-end workshop will explain procedures, answer questions, and review Object Codes and Accounts that will or will not rollover into the new Fiscal Year 2020. For more information, or schedule your meeting date (and receive meeting information/invite and link), contact Brandice MacDonald at ext. 2617 or e-mail brandice.macdonald@tamucc.edu.
Topics below are a brief review of what is required to help you have a successful year-end close out and will be discussed in detail at the workshop.

**SSC Billings**
For FY 2020, SSC will be closing out their billings on August 14, 2020 due to large expenses that post to departmental accounts at year end. In the past, billings have run through August 31, causing large deficits.

**Open Commitment Report**
Departments should review and monitor their Open Commitment Reports on a monthly basis by using Screens 021 and 022 in FAMIS. In September, the Procurement & Disbursements Department will review the status of all open commitment reports.

- Capital purchases (Object Codes 5700 and 8000 Series), encumbrances and budgets will roll forward and be paid with FY2020 funds.
- For accounts other than allocated accounts, non-capital items must be physically received and *must be received* in IslanderBuy by Monday, August 31, 2020 at 5:00 pm, in order for encumbrance and budget to roll forward and be paid with FY2020 funds.
- For accounts other than allocated accounts, encumbrances can only be rolled forward based upon a valid purchase order that can be verified as received by Monday, August 31, 2020. The state requires an accurate detail of all open commitments to be rolled into the next fiscal year.

**Receiving Report**
For accounts other than allocated accounts:

On-line receiving for all items received prior to August 31, 2020 should be entered into the system by August 31, 2020.

All items (consumable or services) received after August 31, 2020, will be charged to FY2021 accounts.

Important Note: Order(s) placed using FY2021 funds, and which are delivered before September 1, 2020, will be paid with FY2020 funds.

**Procurement Credit Card**

- Last day for purchases on P-Card is Wednesday, August 26, 2020 to allow transactions to post by Monday, August 31, 2020.
- Reconciliation for Expense Reports will be for all items posted from August 1, 2020 through August 31, 2020.
- Expenses not reconciled by August 31, 2020 will roll to FY21.
- Expense reports with State funds are due in Concur no later than 12:00 p.m. on Monday, August 24, 2020.

**Schedule for the P-Card**

- 2020 – Year End Reports – Best Practice should be to submit P-Card report as soon as possible after items post in Concur.

- 2020 – Year End State Reports – Reports with State Accounts must be submitted in Concur by 12:00 pm on Monday, August 24, 2020.

**CITI Travel Credit Card**
If you are traveling in early September and plan to use 2020 funds, you are able to encumber funds in Concur as travel only expenses (i.e. flights, conference registration or any type of deposit). These expenses will need to be reconciled using the information below. Otherwise, you must wait until September to process any 2021 travel.
All State travel related expenses incurred must be processed on an eTravel/Concur Expense Report (FY2020 funds) by Monday, August 17, 2020. Expense reports must be received in the Travel back office by Monday, August 24, 2020 in order to use FY2020 funds. Expense reports processed on September 1, 2020 and beyond will be posted as FY2021 activity. If funds were encumbered properly, the encumbrance and related budget will roll forward to cover these charges.

**Non-PO Invoices**

Items being paid on a Non-PO Invoices must be approved in IslanderBuy and received by the Accounts Payable Department by Monday, August 24, 2020 by 5:00 pm in order to be processed with FY2020 funds. No manual payables will be created. The first payment for FY2021 will be issued approximately September 7, 2020. Invoices received by Accounts Payable after August 24, 2020 will not begin to be paid until FY2021 is opened for processing, which could be approximately September 7, 2020.

**Petty Cash**

All requests for Petty Cash received in the Business Office on or before August 31, 2020, will be processed with FY2020 funds. Petty Cash requests received after this date will be processed with FY2021 funds. Please keep in mind that Petty Cash reimbursements cannot exceed $100.

**Payroll**

In order to meet state and federal reporting requirements, there are important deadlines for all FY 2020 payroll documents.

- The FY2020 PCT (Payroll Cost Transfer) documents need to be in the COMPLETED status by August 17, 2020.
- One-time payment forms are processed on the employee’s regular payroll cycle after the work has been completed. One-time payment forms for biweekly paid employees must be received by August 24, 2020 to be paid on the last biweekly of FY 2020 which is August 28, 2020. Any one-time payment forms for monthly paid employees must be received by August 17, 2020 to be paid on September 1, 2020.
- Any payroll corrections required to correct errors found on Time and Effort reporting through June 30, 2020 will need to have the PCT documents in COMPLETED status by July 24, 2020. These entries should post in FAMIS on time to produce an updated Time and Effort report for final certification prior to August 31, 2020.

Unfortunately, because many of the deadlines are beyond our control, we anticipate it will be difficult to process exceptions. Any documents received after August 18, 2020 will require use of FY 2021 funds. If you have a contract or grant ending August 31, 2020, please be prepared for these deadlines, and discuss with the Research office your plans to meet these deadlines.

**Fiscal Year 2021**

Departments will be able to enter Fiscal Year 2021 requisitions into IslanderBuy at any time. Encumbrances in FAMIS should occur as soon as the FY2021 Budgeted Funds are available.