

Finishing FY17

- **Requests For Proposals** (any dollar amount) – **June 9, 2017 by 5:00 p.m.** is the deadline for submission of **FY17** BearKatBuy Requisitions for Request for Proposals. Please ensure that specifications and all attachments such as drawings, cut sheets, etc. are attached to the requisition.
- **Last Day for Submission of FY17 BearKatBuy Requisitions (under \$15,000 or over \$15,000 and available under contract)** – Requisitions must be in the Procurement Approval Queue on **August 30, 2017**. Please ensure all required attachments are included with your requisition.
- **P-card Transactions** – P-card can be utilized through the end of the fiscal year. The billing cycle for the procurement card will end on **September 3, 2017** at midnight. You may begin generating your Expense Reports on Wednesday, **September 6th**. In an effort to ensure that all payments are made in a timely manner, all transactions must be reconciled online and locked in on your Citi Expense Report by Friday, **September 8th at 3:00 p.m.** Any transactions procured with STATE funds during this billing cycle will be paid from FY 18 funds. All transactions, regardless of fund type, need to be fully reconciled with the appropriate FOAPs locked in by the **8th**. If transactions are not fully reconciled, they will be applied to **FY 17** funds when the FOAP is provided to complete the reconciliation process. Actual reports and backup documentation are still due to Procurement and Business Services **by 5:00pm on Friday, September 15th**. If you are a new delegate and require reconciliation training within the GCMS system, please contact Procurement to set up a date and time for training **before the September 8th** deadline. Any transaction that does not post to your account during this billing cycle will be paid out of **FY 18** funds.
- **Cleanup of Open Orders and Incomplete Requisitions** – During the months of May, June, July, and August the Procurement department will be running reports that show incomplete documents and open purchase orders so that we can work with departments to get these items closed out or completed so that we can have a successful close out process for end of fiscal year. We have been running some of these reports monthly and notifying departments who have items that need attention, as the Controller's office has been closing out on a monthly basis. This will continue to be an ongoing process that will require the efforts of departments as well as purchasers throughout the fiscal year. Cleanup will include removing left over balances on orders that are no longer needed, such as open/blanket orders, and deleting Requisitions that were never completed but are holding funds or have an "open" status in Banner.

Purchases Using FY18 Funds

- **FY18 BearKatBuy Requisitions** cannot be initiated until the **FY18** budget is loaded by the Budget office into Banner, and that period is opened up for end users.

All FY18 Requisitions must have an ACCOUNTING DATE of **SEPTEMBER 1, 2017 or **LATER**. Please refer to the **BearKatBuy FAQ** (<http://www.shsu.edu/dept/procurement/training.html>) for instructions on setting the Accounting Date (on the requisition billing tab) as well as refresher information on making and submitting BearKatBuy requisitions.**

Purchases Using FY18 Funds That Require An IFB / RFP

- **Requests for Proposals** (any dollar amount) for award in September using **FY18** funds: Departments will **submit a memo** to their assigned Purchaser, **not a requisition**, by **June 9, 2017 by 5:00 p.m.** (See **Memo Instructions** below.) Please ensure that specifications and all attachments such as drawings, cut sheets, etc. are attached to the memo.
- **Bids** (over \$15,000 including *HEAF*) for award in September using **FY18** funds: Departments will **submit a memo** to their assigned Purchaser, **not a requisition**, by **June 16, 2017 by 5:00 p.m.** (See **Memo Instructions** below.) Please ensure that specifications and all attachments such as FO-19A, drawings, etc. are attached to the memo.

- **Rental/Lease of NEW Copiers for delivery with an effective date of September 1, 2017:**
This section does not apply to **renewal** of copier rentals/leases. (See below for instructions on renewals.)
Departments will **submit a memo** to their assigned Purchaser, **not a requisition**, by **July 7, 2017 by 5:00 p.m.**
(See **Memo Instructions** below.) Departments will obtain a vendor quote for a copier that references a group, DIR, or TXMAS contract and attach the quote to the memo.
- **Memo Instructions:**
The **memo process** is to be used for Requests For Proposals and bids that require services that must be in place no later than September 1, 2017 that will be awarded using **FY18** funds, but that need to be bid out prior to the availability of the **FY18** budget in Banner.
 - Departments will prepare a memo that will be signed by the Chair, or the Principal Investigator in the case of a grant.
 - The memo must identify the commodities or services to be obtained. Specifications may be stated on a separate page that is attached to the memo. Specifications must identify the following: the goods/services requested, quantities for each item, manufacturer's name and part or model numbers, and all other pertinent information.
 - Forward the memo with any attachments to Procurement and Business Services. Once Procurement has obtained the bids, it will be forwarded back to the Department to create the requisition in BearKatBuy once **FY18** funds are available.

Reminders For Preparing FY18 BearKatBuy Requisitions

- **Rental / Lease of Copiers and other Equipment, Services (RENEWALS)**
Rentals and leases do not automatically renew each fiscal year. Departments must submit a **new requisition** for continuation of services. **Key information to include on the requisition includes:** FY17 purchase order number, equipment serial number, and the building and room number where the equipment is located. If a renewal reminder notice is received from the vendor, please attach the notice to the BearKatBuy Requisition.
- **Maintenance and Other Services**
Services do not automatically renew each fiscal year. Departments must submit a **new requisition** for continuation of services. Identify any changes from **FY17** services that are required for the next fiscal year.
 - For **owned copier maintenance**, provide an estimated copier count for black and white and color copies. The cost of copier maintenance is based on a department's estimated annual usage so **a requisition cannot be processed without an estimated copier count for the upcoming fiscal year.**
- **Water Services**
Some departments only purchase bottled water (account code 731500) while other departments purchase water along with rental of a dispenser (740600), purchase cups (730000) and pay the surcharge (721000). Please include a FOAP and dollar amount for each of the items above, as applicable, to your department's order.
- **Delivery Services**
Indicate the vendor (FedEx, UPS or Lone Star) you want to utilize, the estimated annual dollar amount and the ***vendor assigned account number*** for your department. **Procurement cannot process a requisition for delivery services (account code 728600) that lacks a vendor assigned account number.**