FINISHING FY15

- **Requests For Proposals** (any dollar amount) – **June 12, 2015** is the deadline for submission of FY15 Banner/BearKatBuy Requisitions for Request for Proposals. Please ensure that Specifications and all attachments such as drawings, cut sheets, etc. are attached to the requisition.

- **Formal Bids** (over $10,000 including HEAF) – **June 19, 2015** is the deadline for submission of FY15 Banner/BearKatBuy Requisitions for Formal Bids. Please ensure that Specifications and all attachments such as FO-19A, drawings, etc. are attached to the requisition.

- **Informal Bids** ($5,000 – 10,000 including HEAF) – **July 7, 2015** is the deadline for submission of FY15 Banner/BearKatBuy Requisitions for Informal Bids. Please ensure that Specifications and all attachments such as FO-19A, drawings, quotes, etc. are attached to the requisition.

- **Last Day for Submission of FY15 Banner Requisitions** (under $5,000 and not requiring bids) – **July 31, 2015**. **No exceptions!!!** Any Banner Requisitions received in the Procurement approval workflow after July 31, 2015 will be returned for departmental processing in the BearKatBuy system. Please ensure any Requisitions you have submitted in Banner have reached the Procurement workflow by July 31, 2015. If they are stalled in a workflow prior to Procurement please notify those approvers of the deadline. After that date, departments must use their Pcard for purchases from FY15 funds, if the purchase is allowable with the Pcard, or submit through the BearKatBuy procurement system.

- **Last Day for Submission of FY15 BearKatBuy Requisitions** (under $5000 and not requiring bids) – **August 28, 2015**, at Noon. Please ensure all required attachments are included with your requisition.

- **Pcard Transactions** – The Pcard can be utilized through the end of the fiscal year. The last billing cycle for FY15 is August 4, 2015 through September 3, 2015, Midnight. Any transactions that do not post to your August 4, 2015 – September 3, 2015 Expense Report, regardless of when you made the transaction, will be paid out of FY16 funds. **NO EXCEPTIONS!**

- **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 FY16 FUNDS

- **FY16 BearKatBuy Requisitions** cannot be initiated until the FY16 budget is loaded by the Budget office into Banner, and that period is opened up for end users. A notice will go out to all end users once FY16 budget is available.

  **All FY16 Requisitions must have a TRANSACTION DATE and DELIVERY DATE of SEPTEMBER 1, 2015 or LATER.**

PURCHASES USING FY16 FUNDS THAT REQUIRE AN IFB / RFP

- **Requests For Proposals** (any dollar amount) for award in September using FY16 funds – Departments will **submit a memo**, not a requisition, by **June 12, 2015**. (See **Memo Instructions** below.) Please ensure that Specifications and all attachments such as drawings, cut sheets, etc. are attached to the memo.

- **Formal Bids** (over $10,000 including HEAF) for award in September using FY16 funds: Departments will **submit a memo**, not a requisition, by **June 19, 2015**. (See **Memo Instructions** below.) Please ensure that Specifications and all attachments such as FO-19A, drawings, etc. are attached to the memo.
• **Informal Bids** ($5,000 – 10,000 including HEAF) for award in September using FY16 funds:
  Departments will submit a memo, not a requisition, by July 7, 2015. (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, 2015:**
  This section does not apply to renewal of copier rentals/leases. (See below for instructions on renewals.)
  Departments will submit a memo, not a requisition, by July 7, 2015. (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, Formal Bids, and Informal Bids, that require services that must be in place no later than September 1, 2015 that will be awarded using FY16 funds, but that need to be bid out prior to the availability of the FY16 budget in Banner.
  The other use for the memo process is for new copiers rentals/leases where the copier must be in place on or about September 1, 2015.
  - Departments will prepare a memo that will be signed by the Chair, or the Principle 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.
  - The memo must include the FOAP(s) to be used for the purchase and the dollar amount for each FOAP listed.
  - The memo must be routed through the owner of the fund, and obtain all required signatures of the Dean, Vice President, and President’s Office as required based on the total dollar amount identified in the memo.
  - Grant funded requests must process through the Office of Research Administration. After all required signatures are obtained, forward the memo with any attachments to Procurement and Business Services.

**REMINDERS FOR PREPARING FY16 BANNER 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:** FY15 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 FY15 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) and purchase cups (730000) and everyone gets to 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 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 that lacks a vendor assigned account number.