TO: President, Provost, Vice Presidents, Assoc. Vice Presidents, Deans, Chairs, Directors, Faculty and Staff

FROM: John Hitzeman, Director
Procurement and Business Services

DATE: April 28, 2010

RE: Fiscal Year 2010 Year-End Deadlines and Procedures

The end of the fiscal year (FY) is fast approaching and we know there will be questions concerning the proper purchasing methods and deadlines for year-end purchase requests. Procurement has implemented the following procedures to ensure that year-end purchasing is processed in a timely manner by all departments. Procurement must ensure that all paperwork is received in our office in a timely manner so that we may have sufficient time for the bid/RFP process, as all requests are processed on a first-in-first out basis, unless it meets the emergency purchase guidelines. All incoming requests should contain all of the necessary information needed by both Procurement and the vendor to bid the product and/or service. Incomplete requisitions and specifications will cause a delay in the processing of your request. Sufficient time has to be incorporated into the year-end deadlines to ensure that Accounts Payable and Controller’s Office have time to process both the voucher and the payment prior to the close of the books the last week in August. For any questions concerning the deadlines please contact John Hitzeman, Director of Procurement and Business Services, at Ext. 41900.

Below is a summary of the deadlines for this fiscal year:

| TYPE OF PURCHASE                                                                 | DEADLINE  
|----------------------------------------------------------------------------------|----------
| Receipt of Goods/Services (to be paid from FY10 funds)                            | 8-24-10  
| Request for Proposals (any dollar amount)                                       | 6-14-10  
| Formal Bids –Over $10,000 (including HEAF)                                       | 6-25-10  
| Informal Bids-$5000 - $10,000 (including HEAF)                                   | 7-07-10  
| Term Contracts (request for consumables or equipment)                            | 7-07-10  
| Rental or lease of equipment                                                     | 7-07-10  
| Maintenance/Service Contracts                                                    | 7-07-10  

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Receipt of Goods/Services to be paid from FY09 funds:
All consumable materials, supplies and services are to be paid from funds within the fiscal year they are received and/or performed. This means that all orders processed from FY10 funds should be purchased, received and approved for payment by August 24, 2010, with the exception of equipment. The materials must be delivered to your departmental office or to the Central Receiving dock by close of business on August 24, 2010 (dock closes at 4:00 p.m. daily). Any merchandise not received by this deadline will have to be canceled by the department thru a Purchase Order Change Notice and a new purchase order issued for FY11 to cover the cost of the purchase. If a department wishes to include the phrase “THIS ORDER WILL BE CANCELED UNLESS DELIVERY/ACCEPTANCE IS COMPLETE BY AUGUST 24, 2010”, it may help the vendor to have it here on time.

Request for Proposals
Requisitions and complete specifications including evaluation criteria must be turned into Procurement by June 14, 2010. Remember that you need to have your evaluation team members chosen and ensure that they will be on campus during the evaluation period.

Formal Bids over $10,000 (including HEAF)
Requisitions must be received in Procurement by June 25, 2010 to ensure we have sufficient time to get the bids prepared, advertised, opened and reviewed by the departments for recommendation for award by the year-end deadlines. For services and consumable items remember we have to have this out for bid, awarded, received and paid by August 24, 2010, so adjust your time frame according to when you need the product/service.

Informal Bids $5000-$10,000 (including HEAF)
Requisitions must be received in Procurement by July 7, 2010 to ensure that there is sufficient time to get the bids prepared, advertised, opened and reviewed by the departments for recommendation for award by the year-end deadlines. Again, if the requisition is for consumable items or services it also has to be received and paid for by the August 24, 2010 deadline.

Term Contracts (Automated and Non-Automated)
Requests for purchases off of the State of Texas term contracts for consumables and equipment must be received by the Procurement office no later than July 7, 2010 to ensure we meet State deadlines for online order entry. Requisitions received after this date must have an attached fax or email from the vendor stating the confirmed price, delivery time and the contact person information to ensure that the University has a binding contract with the vendor for the agreed upon price and delivery date. The approximate shipping time for term contract items is 20-30 days from receipt of order.

Rental/Lease of Copiers and other Equipment (new or renewal)
All requisitions for rental and/or lease of equipment must be received by Procurement no later than July 7, 2010. Rental and lease renewal agreements do not automatically renew at the end of the fiscal year. A new Requisition is required from the department each fiscal year for these services. For those items that are being renewed from previous years the department should provide the following information on their Purchase Requisition - the previous year purchase order number, type of equipment (manufacturer and model), serial number, type of service requested, term contract or group purchasing contract number (if applicable), location of equipment (building and room number), and contact person for service and/or repair.

Maintenance/Service Requisitions
All requests for Maintenance/Service must be received by Procurement no later than July 7, 2010. Maintenance orders and service contracts do not automatically renew at the end of the fiscal year. It is true that some have renewal options included with the bid package, but the department is responsible for submitting a new Requisition each fiscal year to inform the Procurement office of their intent to renew, provide appropriate
accounts and signature approvals. This deadline is necessary to accommodate any requirements of 30 days notice to renew or cancel with vendors. Each department is responsible for reviewing their equipment inventory and prior year orders to ensure they send over a Requisition on all equipment requiring maintenance/service agreements. If the requests are not received by the deadline then the department will be responsible for obtaining their own maintenance contracts as the campus wide contracts are normally bid out on an annual basis or require 30 days written notice to the vendor.

**Fiscal Year 2011 Purchases**
Requisitions to be funded from fiscal year 2011 funds must carry the FY11 designation at the top of the form. Spot Purchase Orders to be funded from fiscal year 2011 funds must carry a FY11 Spot Purchase Order number (753-1-______). Departments may process FY11 Spot Purchase Orders toward the end of the fiscal year provided the phrase “FOR INVOICING AND DELIVERY ON OR AFTER SEPTEMBER 1, 2010” is placed on the Spot Purchase Order form, so that it is viewable by the vendor receiving the order. **NOTE:** Some vendors are prone to ship early so make sure you contact them and let them know that you CANNOT ACCEPT DELIVERY PRIOR TO SEPTEMBER 1, 2010 FOR GOODS OR SERVICES PURCHASED ON THE FY11 SPOT PURCHASE ORDERS.