Finishing FY19

- **Invitation for Bids (IFB) and Requests For Proposals (RFP)** (any dollar amount) - June 7, 2019 by 5:00 p.m. is the deadline for submission of FY19 BearKatBuy Requisitions for Invitation for Bids and 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 FY19 BearKatBuy Requisitions (under $15,000 or over $15,000 and available under contract)** - Requisitions must be in the Procurement Approval Queue on August 29, 2019 by 5:00 p.m. Please ensure all required attachments are included with your requisition.

- **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 to allow for a successful close out process for end of the fiscal year. Working these reports will be an ongoing process for the balance of FY19 that will require the efforts of Departments as well as Purchasers. Cleanup will include removing left over balances on orders that are no longer needed, such as open/blanket orders, deleting Requisitions that were never completed but are holding funds or have an "open" status in Banner.

**Purchases Using FY20 Funds**

- **FY20 BearKatBuy Requisitions** cannot be processed until the FY20 budget period is opened by the Controller's Office on or about July 15, 2019 for end user to submit requests for FY20 purchases. All FY20 Requisitions must have an **ACCOUNTING DATE** of **SEPTEMBER 1, 2019 OR LATER**. Please refer to the BearKatBuy FAQ [https://www.shsu.edu/dofAsset/bdd0b62c-6b8f-4eb5-8def-79d4608b8b6a.pdf](https://www.shsu.edu/dofAsset/bdd0b62c-6b8f-4eb5-8def-79d4608b8b6a.pdf) for instructions on setting the Accounting Date (on the requisition Billing Tab) as well as refresher information on making and submitting BearKatBuy requisitions.

**Reminders For Preparing FY20 BearKatBuy Requisitions**

- **Rental/Lease of NEW Copiers** for delivery with an effective date of September 1, 2019
  
  This section does not apply to **renewal** of copier rentals/leases. (See below for instructions on renewals.) Departments may submit a BearKatBuy requisition on or after July 15, 2019 with an accounting date of September 1, 2019 or later. All Departments may use either the BearKatBuy Punch-Out Suppliers (required for non-Academic Departments) or can obtain a vendor quote for a copier that references a group, DIR, or TXMAS contract and attach the quote to the requisition. **Additional key information to include on the BearKatBuy requisition includes**: Equipment serial number, the building and room number where the equipment is located, and any agreements/contracts (consult PRE-05 to determine who has signature authority on agreements/contracts).

- **Rental / Lease of EXISTING Copiers**
  
  Procurement will prepare all requisitions for existing rental/lease copiers as draft carts based on departments FY19 contracts and requisitions. Draft carts will be assigned by Procurement to the department to add the FOP and for submittal in BearKatBuy for workflow approvals. Departments will still be responsible for submitting a separate requisition for overages as a blanket order. Key information to include on the requisition includes **FY19 purchase order number**, **equipment serial number**, and the building and **room number** where the equipment is located.

- **Rental/Lease of Equipment, Maintenance and Services (RENEWALS)**
  
  Yearly rental/lease of equipment, maintenance, and services do not automatically renew each fiscal year. Departments must submit a **new requisition** for continuation of these agreements. Identify any changes from FY19 that are required for the next fiscal year. **Key information to include on the requisition includes**: FY19 purchase order number, equipment serial number, and the building and **room number** where the equipment is located. Attach any renewal reminder notices, maintenance and service agreements/contracts (consult PRE-05 to determine who has signature authority on agreements/contracts) to the BearKatBuy Requisition. For **owned copier maintenance**, provide an estimated copy 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 copy 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) you want to utilize, the estimated annual dollar amount and the **vendor assigned account number** for your department. Procurement will not process a requisition for delivery services (account code 728600) that lacks a vendor assigned account number.