

May 15 is cutoff day for initiating purchase requisitions.

Due to the system conversion, the Finance area has established 15 May as the cutoff day to initiate purchase requisitions. We realize this date is much earlier than normal, but we hope that with this advance notice, and with the cut off being two weeks after graduation, that most departments will know their purchasing requirements for the last 6 weeks of the year. Additionally, with the current budget situation, we want to avoid departments spending FY 09 money for items that are not needed for FY 09.

Purchasing cards are not being cut off.

If you have a critical purchase that must be processed after 15 May, please contact your purchasing office representative to explain the situation.

We ask your cooperation in adhering to this cutoff. The system conversion is going to require that we manually enter every open Purchase Order from the old system to the new system. If the volume is high, this manual conversion will slow down the entire purchasing process, including a delay in making payments to vendors since we cannot make payments without having an open purchase order.

One step that all departments should take now: please review your open purchase orders and purchase requisitions. You can view them on screen 21. If there is an open item that should be closed, please contact your purchasing representative.