



FISCAL YEAR 2019 COMING TO A CLOSE

As the end of the fiscal year approaches, there are few dates that we would like for you to keep in mind. Below are deadlines for submitting requisitions and TR-1s to be processed in the 2018/2019 fiscal year.

May 13, 2019 Requisitions for bid items \$20,000 and above, to allow for bid process and delivery schedules.

June 21, 2019 Final day for TR-1s for travel prior to June 21.

June 21, 2019 Requisitions for travel June 20-30, 2019 TR-1s are due as soon as possible after travel is finished.

June 3, 2019 Final day for requisitions to be submitted. Only orders of an emergency nature will be processed from FY 19 after this date. *An exception can be made for summer class, camp, or conference needs. Requisitions entered after June 3 must include name of class, camp or conference in the document text for which the purchase is required. Failure to do so will result in cancellation of requisition.*

June 3, 2019 Final day for P-Card purchases.

Procurement and Travel Services

*Creating value
through
collaboration.*

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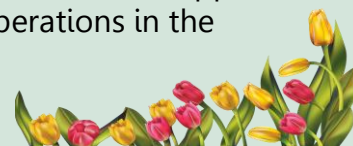
PCard Conference Registrations

When purchasing a conference registration on the PCard a copy of your conference agenda must be included with your PCard log. Printed agendas from the web or copies of hard copy agendas from the conference may be used to meet this requirement.



End of Year Bulk Ordering

Stock piling goods for use in the upcoming fiscal year or years is not allowed. Please avoid ordering an abundance of things like office supplies and keep purchases limited to supplies you will need for operations in the current fiscal year.



Please remember....

All purchases that do not utilize a PCard require a requisition be entered prior to purchasing. Purchases made that do not follow this process are considered After-the-Fact purchases and are not permitted per University Policy and State of Arkansas Code § 19-4-1103. Failure to comply with these regulations may result in restriction of

purchasing authority for the University by the State of Arkansas. For these reasons, it is vital that After-the-Fact purchases be treated as the exception and not viewed as a valid procurement option by faculty and staff. Please contact Procurement Services with any questions you may have concerning this or any other procurement process.