



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 16, 2018

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 18-52
Distributed via Campus Email

To: PVAMU Faculty & Staff

From: Corey S. Bradford *Corey*
Senior Vice President for Business Affairs

Re: Accounting, Purchasing and Travel Year-End Deadlines

Below are purchasing and travel closeout dates for fiscal year end August 31, 2018. It is important to review the schedule closely to assess your purchasing and travel needs, and to take the necessary measures to ensure timely processing of requisitions, travel requests, and IDOs by the applicable deadline dates.

Submission Deadlines	Fiscal Year	Description
Tues, July 24, 2018	2018	Travel Expense Reports for travel through the end of June 30, 2018
Fri., July 27, 2018	2018	Purchases over \$25,000 or for purchases where delivery is required by September 1, 2018 (does not include purchases on contract)
Mon, July 30, 2018	2019	Service Contracts Renewal or Extensions
Fri., August 10, 2018	2018	Travel Expense Reports for travel through the end of July 31, 2018
Fri., August 10, 2018	2018	State and Cooperative Contract Purchase Requests
Fri., August 10, 2018	2018	Interdepartmental Orders (IDO's)
Mon., August 13, 2018	2018	Purchases Under \$25,000 (requisitions processed through Procurement only)
Mon., August 20, 2018	2018	August 2018 travel (submitted within 5 business days of the trip completion – for August 2018 Reimbursement)
Fri., August 31, 2018	2018	Final day for pro-card purchases. Emergency purchases must be pre-approved by Disbursement's Director.

NOTE: Travel encumbrances will be liquidated/released for travel reimbursement requests not submitted within a timely manner after completion of travel. To ensure timely reimbursements, the traveler is responsible for submitting properly completed documents with the proper receipts in Concur by the stated due dates.

NOTE: FY 2018 funds may not be used to purchase services or consumable goods (i.e. paper, pens, postage stamps, etc.) for use in FY2019. Orders for consumable goods must be used during the year the order is placed. Services ordered in FY '18 must be completed by the August 31, 2018.

Important Notes		
<u>Actions items for FY 2018 Activity</u>	<u>Responsible Office</u>	<u>Actions to be completed by Department</u>
FY 2017 and prior year purchase orders will be cancelled	Procurement Office	<ul style="list-style-type: none"> • Verify pending purchase orders for your department • Forward applicable invoices to Accounts Payable by Fri., August 10, 2018. • Input receiving as is appropriate and alert Accounts Payable or Procurement of exceptions.
FY 2018 IDO's will be liquidated by August 31, 2018	Budget Office	<ul style="list-style-type: none"> • Verify Interdepartmental Orders (IDO's) • Determine whether goods or services have been received. • Submit applicable invoices to General Accounting by Tuesday, August 21, 2018.
Travel encumbrances for travel ending prior to June 1, 2018 will be liquidated as of August 31, 2018.	Travel Office	<ul style="list-style-type: none"> • Guidelines provided on previous page
Procurement Card – Deadline for Pro-card purchases is August 31, 2018. Special approval is required for emergency purchases after August 31, 2018. New fiscal year purchases may begin on September 6, 2018.	Cardholders/Pro-card Staff	<ul style="list-style-type: none"> • 8/24/18 – All card charges must be allocated (reconciled) in Citibank. • 8/31/18 – Last Day for pro-card purchases • 9/4/18 by 5:00 P.M. - Reconcile any additional charges and submit report to Pro-card Office • 9/6/18 – FY '19 Pro-card purchasing resumes
FY 2019 purchase requisitions may be submitted into PantherBuy at any time. This does not include Non-P.O. Invoices.	Department Shopper/Procurement Office	FISCAL YEAR 2019 must be indicated in the Accounting Code tab. After proceeding to check-out, click edit to change FY.

Adherence to the deadlines is necessary to ensure a smooth transition to the next fiscal year. Thank you in advance for your cooperation. Contact information is provided below, if further assistance is required.

Purchasing:
 IDO questions (other than billing):
 IDO billing questions:
 Travel and Pro-card:
 Vendor Invoices/Payment:

Procurement Office, ext. -1902
 Budget Office, ext. - 2203
 Accounting Services, ext. -1901
 Travel & Expense, ext. - 1929/1936/1736
 Accounts Payable, ext. -1902

xc: Mrs. W. Kay Peavy
 Mr. Rod Mireles