

August 4, 2016

Notice from Purchasing Office

Beginning August 24th, departments can begin creating requisition/purchase orders for fiscal year 2016-17. To enable this change, the deadline for small dollar FY16 requisitions is being adjusted to August 23rd.

Departments please take note of the changes in year-end dates and adjust completing purchases accordingly.

Questions regarding this memo can be sent to the Purchasing Office central email at purchasing@utsa.edu or call ext. 4060

August 5th	Last day Purchasing will accept an approved requisition/purchase order <i>\$15,000 and above</i> using FY15-16 Funds
August 16th	Last day departments can submit a <i>Purchase Order Correction (POC)</i> for FY15-16 payment.
August 19th	Notify Purchasing via email to <i>close/liquidate</i> FY15-16 Purchase Order(s)
August 23^d	Last day departments can create and approve a requisition/purchase order <i>below \$15,000</i> using FY15-16 funds
August 24th	First day departments can create and approve a requisition/purchase order using <i>FY16-17 funding</i>

Sincerely,

Purchasing Services