UTSA The University of Texas at San Antonio

August 3, 2016

Notice from Purchasing Office

This is a notice of approaching purchasing yearend deadlines.

August 5th	Last day Purchasing will accept an approved requisition/purchase order **$15,000 and above** using FY15-16 Funds
August 16th	Last day Departments can submit a ***Purchase Order Correction (POC)*** for FY15-16 payment.
August 19th	Notify Purchasing via email to ***close/liquidate*** FY15-16 Purchase Orders

Additional Reminders:
- ❖ If funds need to be released or disencumbered, send an email to the Purchasing Office Inbox (purchasing@utsa.edu) with a list of purchase orders to close.

- ❖ Departments can review purchase order encumbrances by running an open encumbrance reports. Instructions on running the report can be found at the below link.

  http://www.utsa.edu/purchasing/forms/Instructional%20Guide_PO%20Enumb%20Query.pdf

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