UTSA The University of Texas at San Antonio

Purchasing and Distribution Services Department

August 18, 2016

Notice from Purchasing Office

This is a notice of approaching purchasing yearend deadlines.

August 19th	Notify Purchasing via email to *close/liquidate* FY15-16 Purchase Order(s)
August 23rd	Last day departments can create and approve a requisition/purchase order *below$15,000* using FY15-16 funds
August 24th	First day departments can create and approve a requisition/purchase order using *FY16-17 funding*

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/docs/PO_Enumbrance_Query.pdf

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

Sincerely,

Purchasing Services