



**MEMORANDUM**

TO: UTSA Faculty and Staff  
FROM: Purchasing Department  
DATE: August 8, 2019  
SUBJECT: Purchasing Department Year-End Deadlines Reminder

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The Fiscal Year is wrapping up! Please remember Purchasing Deadlines are quickly approaching. Specific dates include:

- Friday, **August 9, 2019** - Last day to submit POC (Purchase Order Change) request
- Friday, **August 9, 2019** - Last day to submit Requisitions \$15k and greater
- Monday, **August 12, 2019** - Last day to submit PO close request
- Friday, **August 23, 2019** - Last day purchase request of any value using FY18-19 Funds can created or approved.

Please be aware of other year end dates which are posted on Rowdy Exchange home page and the Purchasing Department website at <http://www.utsa.edu/purchasing/>. Look under the announcements sections or year-end dates communicated by Financial Affairs Controller at <http://www.utsa.edu/financialaffairs/controller/>.

Thank you for your continue support and hard work,

Purchasing Department  
PH: 210-458-4060