TEXAS A&M UNIVERSITY
CORPUS CHRISTI

Procurement & Disbursements Department
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April 25, 2023

TO: ALL DEANS, DIRECTORS, AND DEPARTMENT HEADS

FROM: Will Hobart, Director of Procurement and Disbursements

SUBJECT: **YEAR-END DEADLINES - PURCHASE REQUISITIONS FOR FY 2023**

The deadlines and instructions for on-line submittal of requisitions for the remainder of Fiscal Year 2023 are listed below.

FISCAL YEAR 2023

Type of Purchase	Deadline
Facilities Request submitted to Administrative Operations	June 1, 2023**
Requisitions ($50,000 or above) Formal bids required	July 14, 2023
Requisition ($≤ 50,000) informal bids required	July 31, 2023
Telecom requests that will be done & billed for FY23 fund use	August 15, 2023
State & TX MAS Contracts, Cooperatives and Blanket Awards	August 18, 2023
Delegated Purchase Orders in IslanderBuy (< $5,000)	August 25, 2023
Procurement Credit Card purchases	August 25, 2023

****Any Facilities Request submitted after the deadline will be reviewed on a case-by-case basis and may not be able to be completed by August 31st.**

GRANT Accounts

If you have a grant account and an exception is necessary to meet your contractual obligation, it will be granted after review on a case-by-case basis.

Year-End Closeout Workshop

The Procurement & Disbursements and Accounting departments will hold a "FY23 Year-End Closeout Workshop" on the days listed below. Departments are encouraged to send representatives to the year-end closeout workshop. It is recommended that employees, who work in FAMIS or IslanderBuy, attend a workshop.

DATES	*LOCATION*	*Time*
Wednesday, May 17, 2023	*OCNR 116*	*10:00 – 11:30 AM*
Wednesday, June 7, 2023	*OCNR 116*	*2:00 – 3:30 PM*

The year-end workshop will explain procedures, answer questions, and review Object Codes. For more information or to schedule your meeting date (and receive meeting information/invite and link), contact Kelly Osuch at ext. 2617 or e-mail kelly.osuch@tamucc.edu.

Topics below are a brief review of what is required to help you have a successful year-end close out and will be discussed in detail at the workshop.

SSC Billings

For FY 2023, SSC will be closing out their billings on August 31, 2023.

Open Commitment Report

Departments should review and monitor their Open Commitment Reports on a monthly basis by using Screens 021 and 022 in FAMIS or in Canopy (FRS>Account>Open Comm). In September, the Procurement & Disbursements Department will review the status of all open commitment reports.

Encumbrances can only be rolled forward based upon a valid purchase order that can be verified as received by Thursday, August 31, 2023. The state requires an accurate detail of all open commitments to be rolled into the next fiscal year.

Rollover of Funds

Description	Account Prefix	Rules for closing out funds at year end
State accounts, includes lab fee accounts	"12", "13", "16", "17" & "18"	Funds to cover encumbrances are carried forward to the next fiscal year.
Research Development	"14xxxx"	Funds may be carried over to next year if within the biennium
HEF funds	"1609xx"	Funds to cover encumbrances are carried forward to the next fiscal year.
Designated Tuition-funded accounts	"28"	Funds to cover encumbrances are carried forward to the next fiscal year.
Fee-funded accounts-usually have the word "Fee" in the title	"2" & "3"	Funds to cover encumbrances are rolled forward to the new fiscal year.
Program accounts	Usually "2"	These accounts have been opened for a program or event and year-end processing of funds is determined by the account manager or program needs.
Grants and Contracts	"5" or "6"	Fiscal year and project length are determined by the awarding entity and funds are rolled forward according to the grant or contract.
Construction	"83xxxx" – "84xxxx" "8307xx"	Most construction related accounts only roll forward funds to cover encumbrances. Construction accounts funded by gifts roll forward.

Receiving Report

On-line receiving for all items received prior to August 31, 2023, should be entered into the system by August 31, 2023.

All services received after August 31, 2023, will be charged to FY2024 accounts.

Important Note: Order(s) placed using FY2024 funds, and which are delivered before September 1, 2023, will be paid with FY2023 funds.

Procurement Credit Card

- Last day for purchases on P-Card is Friday, August 25, 2023, to allow transactions to post by Thursday, August 31, 2023.
- Reconciliation for Expense Reports will be for all items posted from August 1, 2023, through August 31, 2023.
- Expenses not reconciled by August 31, 2023, will roll to FY24.
- Expense reports with State funds are due in Concur no later than 12:00 p.m. on Wednesday, August 23, 2023.

Schedule for the P-Card

- 2023 – Year End Reports – Best Practice should be to submit P-Card report as soon as possible after items post in Concur.
- 2023 – Year End State Reports – Reports with State Accounts must be submitted in Concur by 12:00 pm on Wednesday, August 23, 2023.

CITI Travel Credit Card

If you are traveling in early September and plan to use 2023 funds, you can encumber funds in Concur as travel only expenses (i.e., flights, conference registration or any type of deposit). These expenses will need to be reconciled using the information below. Otherwise, you must wait until September to process any 2024 travel.

All State travel related expenses incurred must be processed on an eTravel/Concur Expense Report (FY2023 funds) by Friday, August 18, 2023. Expense reports must be received in the Travel back office by Wednesday, August 23, 2023, in order to use FY2023 funds. Expense reports processed on September 1, 2023, and beyond will be posted as FY2024 activity. If funds were encumbered properly, the encumbrance and related budget will roll forward to cover these charges.

Non-PO Invoices

Items being paid on a Non-PO Invoices must be approved in IslanderBuy and received by the Accounts Payable Department by Wednesday, August 23, 2023, by 5:00 pm to be processed with FY2023 funds. No manual payables will be created. The first payment for FY2024 will be issued approximately September 8, 2023. Invoices received by Accounts Payable after August 24, 2023, will not begin to be paid until FY2024 is opened for processing, which could be approximately September 8, 2023.

Petty Cash

All requests for Petty Cash received in the Business Office on or before August 31, 2023, will be processed with FY2023 funds. Petty Cash requests received after this date will be processed with FY2024 funds. Please keep in mind that Petty Cash reimbursements cannot exceed $50.00

Payroll

To meet state and federal reporting requirements, there are important deadlines for all FY 2023 payroll documents.

- The FY2023 PCT (Payroll Cost Transfer) documents need to be in the COMPLETED status by August 16, 2023.
- One-time payment business process for biweekly extra pay must be fully completed in Workday by August 21, 2023 to be paid on the last biweekly of FY 2023 which is August 25, 2023. The requests for one-time payment business process for monthly paid employees must be fully completed in workday by August 21, 2023, to be paid on September 1, 2023.
- Any payroll corrections required to correct errors found on Time and Effort reporting through June 30, 2023, will need to have the PCT documents in COMPLETED status by August 19, 2023. These entries

should post in FAMIS on time to produce an updated Time and Effort report for final certification to meet the deadline of August 28, 2023.

Unfortunately, because many of the deadlines are beyond our control, we anticipate it will be difficult to process exceptions. Any documents received after the deadlines will require use of FY 2024 funds. If you have a contract or grant ending August 31, 2023, please be prepared for these deadlines, and discuss with the Research office your plans to meet these deadlines.

Fiscal Year 2024

Departments will be able to enter Fiscal Year 2024 requisitions into IslanderBuy at any time. Encumbrances in FAMIS should occur as soon as the FY2024 Budgeted Funds are available.