July 5, 2021

TO: ALL DEANS, DIRECTORS, AND DEPARTMENT HEADS
FROM: Will Hobart, Director of Procurement and Disbursements

SUBJECT: YEAR-END DEADLINES - PURCHASE REQUISITIONS FOR FY 2021

The deadlines and instructions for on-line submittal of requisitions for the remainder of Fiscal Year 2021 are listed below.

### FISCAL YEAR 2021

<table>
<thead>
<tr>
<th>Type of Purchase</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Facilities Request submitted to Administrative Operations</td>
<td>July 14, 2021**</td>
</tr>
<tr>
<td>Requisitions ($50,000 or above) Formal bids required</td>
<td>July 14, 2021</td>
</tr>
<tr>
<td>Requisition ($≤ 50,000) informal bids required</td>
<td>July 30, 2021</td>
</tr>
<tr>
<td>Telecom requests that will be done &amp; billed for FY21 fund use</td>
<td>August 16, 2021</td>
</tr>
<tr>
<td>State &amp; TX MAS Contracts, Cooperatives and Blanket Awards</td>
<td>August 20, 2021</td>
</tr>
<tr>
<td>Delegated Purchase Orders in IslanderBuy (&lt; $5,000)</td>
<td>August 20, 2021</td>
</tr>
<tr>
<td>Procurement Credit Card purchases</td>
<td>August 27, 2021</td>
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</tbody>
</table>

**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 “FY21 Year-End Closeout Workshop” on the days listed below from.

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.

<table>
<thead>
<tr>
<th>DATES</th>
<th>LOCATION</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wednesday, July 14, 2021</td>
<td>Webex Meeting</td>
<td>9:00 – 11:00 AM</td>
</tr>
<tr>
<td>Wednesday, July 21, 2021</td>
<td>Webex Meeting</td>
<td>1:30 – 3:30 PM</td>
</tr>
</tbody>
</table>

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 Brandice MacDonald at ext. 2617 or e-mail brandice.macdonald@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 2021, SSC will be closing out their billings on August 20, 2021, due to large expenses that post to departmental accounts at year end. In the past, billings have run through August 31, causing large deficits.

**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.
- Capital purchases (Object Codes 5700 and 8000 Series), encumbrances and budgets will roll forward and be paid with FY2021 funds.
- Non-capital items must be physically received and must be received in IslanderBuy by **Monday, August 31, 2021**, at 5:00 pm, in order for encumbrance and budget to roll forward and be paid with FY2021 funds.
- Encumbrances can only be rolled forward based upon a valid purchase order that can be verified as received by **Monday, August 31, 2021**. The state requires an accurate detail of all open commitments to be rolled into the next fiscal year.

**Receiving Report**
On-line receiving for all items received prior to August 31, 2021, should be entered into the system by August 31, 2021.

All items (consumable or services) received after August 31, 2021, will be charged to FY2022 accounts.

Important Note: Order(s) placed using FY2022 funds, and which are delivered before September 1, 2021, will be paid with FY2021 funds.

**Procurement Credit Card**
- Last day for purchases on P-Card is **Thursday, August 26, 2021**, to allow transactions to post by Tuesday, August 31, 2021.
- Reconciliation for Expense Reports will be for all items posted from August 1, 2021, through August 31, 2021.
- Expenses not reconciled by August 31, 2021, will roll to FY22.
- Expense reports with State funds are due in Concur no later than 12:00 p.m. on Tuesday, August 24, 2021.

**Schedule for the P-Card**
- 2021 – Year End Reports – Best Practice should be to submit P-Card report as soon as possible after items post in Concur.
- 2021 – Year End State Reports – Reports with State Accounts must be submitted in Concur by 12:00 pm on Tuesday, August 24, 2021.

**CITI Travel Credit Card**
If you are traveling in early September and plan to use 2021 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 2021 travel.

All State travel related expenses incurred must be processed on an eTravel/Concur Expense Report (FY2021 funds) by Tuesday, August 17, 2021. Expense reports must be received in the Travel back office by Tuesday, August 24, 2021, in order to use FY2021 funds. Expense reports processed on September 1, 2021, and beyond will be posted as FY2022 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 Tuesday, August 24, 2021, by 5:00 pm to be processed with FY2021 funds. No manual payables will be created. The first payment for FY2022 will be issued approximately September 7, 2021. Invoices received by Accounts Payable after August 24, 2021, will not begin to be paid until FY2022 is opened for processing, which could be approximately September 7, 2021.

**Petty Cash**
All requests for Petty Cash received in the Business Office on or before August 31, 2021, will be processed with FY2021 funds. Petty Cash requests received after this date will be processed with FY2022 funds. Please keep in mind that Petty Cash reimbursements cannot exceed $100.

**Payroll**
In order to meet state and federal reporting requirements, there are important deadlines for all FY 2021 payroll documents.

- The FY2021 PCT (Payroll Cost Transfer) documents need to be in the COMPLETED status by August 20, 2021.
- One-time payment forms are processed on the employee’s regular payroll cycle after the work has been completed. One-time payment forms for biweekly paid employees must be received by August 23, 2021, to be paid on the last biweekly of FY 2021 which is August 27, 2021. Any one-time payment forms for monthly paid employees must be received by August 17, 2021, to be paid on September 1, 2021.
- Any payroll corrections required to correct errors found on Time and Effort reporting through June 30, 2021, will need to have the PCT documents in COMPLETED status by August 20, 2021. 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, 2021.

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 2022 funds. If you have a contract or grant ending August 31, 2021, please be prepared for these deadlines, and discuss with the Research office your plans to meet these deadlines.

**Fiscal Year 2022**
Departments will be able to enter Fiscal Year 2022 requisitions into IslanderBuy at any time. Encumbrances in FAMIS should occur as soon as the FY2022 Budgeted Funds are available.