



MEMORANDUM

DATE: March 18, 2011

TO: Deans, Directors and Department Chairs

FROM: Edward R. Kane
Director *E. Kane*

SUBJECT: End of Year Purchasing (Second Notice)

To assist in your planning for the closing of the current fiscal year, I am writing to remind you of the dates by which requisitions for State and IFR funded purchases must be received in the Purchasing Office to ensure processing against 2010-11 funds. They are:

<u>Amount of Requisition</u>	<u>Date Due in Purchasing</u>
Over \$20,000	March 26, 2011
\$10,000.01 to \$20,000	April 29, 2011
Up to \$10,000	May 31, 2011

Regular recharge account guidelines apply for Rapid Copy and Mail Services. Please contact Lianne Fenn at 442-3471 for Rapid Copy and Mail Services issues. The last day for recharge posting to this fiscal year is May 20, 2011.

Please note that again this year, SUNY has established an earlier date by which all goods and services must be received and paid for. For a purchase to be charged to this fiscal year the goods must be received or the service provided and the notice of receipt (AP-102) received in the Accounting Office by **July 29, 2011**. This date is firm and does not allow for flexibility as in past years.

Please contact the Office of Purchasing and Contracts at 437-4579 should you have any questions regarding the above information or any other procurement concerns.