

MEMORANDUM

Date: April 9, 2021
To: Campus Fiscal Managers
From: Gerard Marino
Interim University Controller
Subject: Fiscal Year End Purchasing & Accounting Critical Dates

Please note key end of year dates for the University as we approach the end of Fiscal Year (FY) 2020-21.

State, DIFR & IFR funded Purchase Requisitions for Fiscal Year (FY) 2020-21 must be received in Procurement Services by the dates noted below, in order to be processed against current FY funds. The dates provided in this communication are similar to previous fiscal year ends.

- For purchases \$25,000 and over April 23, 2021
- For purchases up to \$24,999 May 21, 2021

For on-line system orders, the estimated billing cut-off dates for charges to be processed against FY 2020-21 funds are as follows:

- Prefetch (Staples) June 18, 2021
- Grainger June 25, 2021
- Scientific Houses (VWR, Fisher, Krackler) June 25, 2021

When placing orders with one of the above on-line vendors, please note both the order and receipt of the item(s) must take place prior to the above listed date for the charge to be processed against FY 2020-21 funds.

Given the SUNY-wide financial situation caused by the global pandemic, the University may be required to liquidate purchase orders or contract encumbrances **as early as the beginning of July**. SUNY has not provided concrete direction on this matter yet, however our campus should plan accordingly and pay invoices as soon as goods and services are received in full.

For a purchase to be charged to this FY, the goods and services must be received in full, then please complete a notice of receipt (AP-102) – [AP-102 Form - University at Albany-SUNY](#) by June 25, 2021.



This communication is to provide a timeline for planning purposes, included with this memo is a chart that outlines this information as well. It is most critical to remember that the University still has the Spending Directive in place (i.e. essential spending only).

Please contact Procurement Services at: purchasing@albany.edu should you have any questions about this timeline.

**ACCOUNTING, BUDGET & PURCHASING
2020-21 YEAR END CALENDAR**

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Friday, April 23, 2021

State and IFR funded purchases over \$25,000 must be received by Purchasing.

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Friday, May 21, 2021

State and IFR funded purchases under \$25,000 must be received by Purchasing.

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Friday, June 18, 2021

Proftech (Staples): Last day to order online with 20-21 funds.

Friday, June 25, 2021

Grainger, VWR, Fisher, Krackler: Last day to order online with 20-21 funds.

Accounting should receive all items (invoices and AP-102's) necessary to process voucher payments and guarantee payment out of 20-21 funds.

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Thursday, July 1, 2021

Beginning of 2021-22 fiscal year.

Thursday, July 1, 2021 - Monday, July 5, 2021 (estimate)

State / SUNY Financial Systems will be unavailable.

Friday, July 30, 2021

Purchase orders & Contracts against all accounts will be disencumbered. **Possibly earlier if mandated by SUNY.**