



Memorandum

To: EWU Departments
From: EWU Procurement & Contracts
Date: March 5, 2021
Re: FY21 & FY22 Reminders

FY21 RECOMMENDED PURCHASE DEADLINES

Type of Purchase	Deadline
Requisitions exceeding \$10,000	May 19, 2021
Requisitions up to \$10,000	June 1, 2021
P-card	June 18, 2021
Office Depot / Amazon Business	June 18, 2021
Computer Purchases	June 1, 2021

Any requests submitted after the recommended deadlines may not be processed and/or paid in FY21.

PAYMENTS

- **Invoice Guidelines**
 - If there is a ship date on the invoice, an effort is made to determine when the goods would have been received. If the ship date is in July, the invoice is paid in FY22.
 - If there is no ship date, the invoice date is used, especially on standing and blanket order invoices.
 - If the invoice is for services rather than goods, the dates of service determine the fiscal year in which the invoice will be paid.
 - If goods are shipped directly to the ordering department, that department must notify Receiving of the receipt of goods and the date the goods were received.
- **Memberships and Subscriptions**
 - Paid out of the fiscal year in which the membership or subscription term begins.
- **Registrations**
 - Paid out of the fiscal year in which the event occurs unless:
 - An "early bird discount" applies if paid before July 1st.

ENCUMBRANCES

- Please review your PO activity to ensure unnecessary encumbrances are not outstanding at the end of the fiscal year.
- If you identify a PO that needs to be liquidated, or must remain open, please send an email to accountspayable@ewu.edu. The email should include the PO number, vendor name, and your authorization to close and liquidate the PO.

FY22 REQUISITIONS

- You can now enter FY22 requisitions in Banner. These requisitions are for goods and services to be provided or received after June 30th. While you can enter FY22 requisitions now, there will be a delay in receiving the corresponding PO. I
- When entering a FY22 requisition, please follow these instructions:
 - Change the Order Date and Transaction Date to 01-JUL-2021.
 - Change the Delivery Date to a date after the Order and Transaction Date.
 - In Commodity/Accounting, the FOAPAL year should be 22.