



Fiscal Year End 2023 Procurement Guidance



Year End Calendar

<https://procurement.fsu.edu/news/fiscal-year-end-2023-procurement-guidance>



Critical Milestone Dates

4/28/2023

Last day to request a purchase exceeding \$75,000. This includes competitive solicitations, contracts, etc. Requests over \$75,000 received after 4/28/2023 may not be processed in this FY depending on the procurement method determined.

Note: For emergency purchases required after this day, please contact Procurement Services directly.

6/2/2023

Last day to request PO Due Date Extension. *NOTE: The PO Due Date **MUST** be after 6/30/2023 in order to roll. For all other roll criteria, please see below.*

6/7/2023

Last day to request purchases over \$10,000 and under \$75,000 that require quoting. Requests over \$10,000 and under \$75,000 received after 6/7/2023 may not be processed in this FY.

Note: For emergency purchases required after this day, please contact Procurement Services directly.

6/9/2023

Last day a PCard charge that has posted to a cardholder's statement will be charged in FY23. It is advised to allow a minimum of three days for a transaction to post to their statement.

6/16/2023

Contracts not in pending approval status by 5:00 pm may not be processed in this FY.

6/23/2023

Requisitions for FY23 funds not in approved status by 5:00 pm will be cancelled and the requester must create a new Requisition/Change Order requests in the next FY or during pre-entry. Contact Procurement Services for FY23 emergency needs.



What's New?

This year POs will automatically roll if they are not in the status identified in the next slide. This will allow for departments to manage remaining encumbrances and close out of all purchase order activities. As in past years, Blanket POs will close on August 31, 2023.



PO Roll - Criteria

OMNI will automatically close POs at fiscal year-end that have any of the following status:

1. PO is not in dispatched status and successfully budget checked.
2. There is a receipt imbalance (in either quantity or amount) with a voucher. i.e., all vouchers and receipts must have been associated by an exact match.
3. Has open distribution lines with closed project chartfields.
4. Is fully received and fully matched.
5. The PO Due Date is on or before June 30, 2023 (excluding Research “R” and Construction POs). Please note that due to system limitations, PO due dates cannot be extended once the due date on the PO has passed.

NOTE: All blanket orders will roll at fiscal year end and will close on August 31, 2023 (except for the Office of Research “R” POs)



Department responsibilities in year-end process

- On a regular basis, departments are required to review all open purchase orders (PO) to ensure that those POs are necessary and accurately reflect current business. Queries are available below to assist departments with this function. Effective this year, a purchase order that is open at the end of FY23 will remain open at the start of FY24 if the due date is after June 30, 2023. As part of managing purchase orders, departments should be sure to review items open each quarter and request updated status from vendors or other internal FSU contacts. Departments should also request to close POs where work is completed and PO is fully matched and received.
- Departments are encouraged to begin reviewing all outstanding POs, including blanket orders. All request to close POs and release encumbrances should be submitted to Procurement Services @ procurement@fsu.edu. Budget managers should ensure that all POs that will rollover into the new fiscal year are included in the FY23 budget. This will prevent budget exceptions related to rollover POs in the new fiscal year.



How Can You Help?

General Accounting and Financial Reporting relies on you during year end to provide the details of transactions that have occurred. A few ways you can help are outlined below:

- Submit requests for purchases early
- Review your purchase orders to make sure that they are still needed – close any that are no longer required
- Ensure all invoices have been paid for goods & services received on or before June 30th
- Respond to any requests for information or processing without delay



Year End Town Halls

- April 11, 2023 – 9-10am
- April 13, 2023 – 1:30-2:30 pm
- April 17, 2023 – 1:30-2:30 PM



Q&A