YEAR END PROCEDURES –FEDERAL 2024 FUNDS

BUDGETED IN FEDERAL FISCAL YEAR ENDING SEPTEMBER 30, 2024

To ensure timely processing of procurement and fiscal documents at the end of the fiscal year, the following procedures are to be followed:

Due date:	Description:
March 25, 2024	**Requisition Deadline for Vehicles**
May 10, 2024	1. **Requisitions (Grant^{++} /formula)** with a Procurement/Delivery Lead Time$^{\#}$: 120 + days 2. **Requisitions for travel that will be incurred through June 30, 2024** *All travel prior to **June 30th** must be requisitioned prior to **May 15th**. **This guideline is regardless of funding source.*** • **Requisitions using federal/project funding for ANY/ALL items (travel, services provided, or supplies)** that will be received prior to **June 30th** 3. pCard utilization restrictions implemented • *pCards disabled through **June 30, 2024*** • *Contact Damon Nunn, nunnd@lincolnu.edu if you have recurring charges or other unique needs (prior to the deadline)*
June 3, 2024	**1. Requisitions on Extension 1890 and Research Evans Allen formula funds** • *Includes all travel between **July 1st** and **September 30th** on these funds* • *Contact Jeff Barlow for inquiries regarding this deadline* 2. **Grant^{++} Requisitions with a Procurement/Delivery Lead Time:** 90 days to 119 days
June 21, 2024	**Grant^{++} Requisitions with a Procurement/Delivery Lead Time:** 60 days to 89 days*
June 30, 2024	**Reimbursement request forms** due to AP for travel incurred through **June 30, 2024**
July 17, 2024	**Grant^{++} Requisitions with a Procurement/Delivery Lead Time:** 30 days to 59 days
August 26, 2024	**ALL Requisitions due to Purchasing (outstanding status)**
September 30, 2024	**Reimbursement requests** due to AP for travel incurred through **Sept. 30, 2024**

$^{\#}$ See document entitled Estimated Procurement/Delivery Lead Times for additional information
****Any commodity or service requiring issuance of a bid requires a lead time of at least 60-89 days***
$^{++}$Grants with an ending date of September 30th

Other Information and Dates

Date:	Description:
October 1, 2024 **(estimated)**	**Federal Year 24 requisition entry** may begin once budgets are available • Requisitions for **on-going services, contracted services**, etc. *Any regularly scheduled service (lawn care, pest control, utilities, etc) or completed contracts for **Federal Year 25** (Oct to Sept) should have associated requisitions entered in October. Requests should reflect amounts needed for entire fiscal year, identify intended use/users and must not be likely to circumvent bidding requirements. Copies of contracts and/or quotes should accompany requests.* • Requisitions for **copier maintenance and lease payments** *To ensure uninterrupted coverage, requisitions should be submitted by **October 14, 2024**, cover the full expected expense for the upcoming fiscal year, identify the nature of the expense, and include all available machine information, including but not limited to: model #, serial #, estimated # of copies, location of machine, service level (gold, silver, etc.), and departmental contact information.* • Requisitions for **blanket purchase orders** for **Federal Year 25** *May be entered as needed. Requests should (a) reflect amount needed for entire federal year, (b) identify intended use and (c) must not be likely to circumvent bidding requirements. For small dollar blanket purchase orders, consider using a purchasing card instead.*