

**YEAR END PROCEDURES – STATE/FISCAL YEAR 2024 FUNDS**  
**BUDGETED IN STATE FISCAL YEAR ENDING JUNE 30, 2024**  
(Delivery/Receipt required by June 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:**

<b>Due date:</b>	<b>Items Due/Description:</b>
<b>February 9, 2024</b>	<b>Requisitions with a Procurement/Delivery Lead Time<sup>#</sup>: 120 + days</b>
<b>March 4, 2024</b>	<b>Requisitions with a Procurement/Delivery Lead Time: 90 days to 119 days*</b>
<b>April 3, 2024</b>	<b>Requisitions with a Procurement/Delivery Lead Time: 60 days to 89 days*</b> <i>This deadline includes all vehicles, including federally funded requests, due to contracts, delivery, and model year changes</i>
<b>April 26, 2024</b>	<b>Requisitions with a Procurement/Delivery Lead Time: 30 days to 59 days*</b> <i>TIP: review open BPOs now. They may need funds, need to be closed, or have other issues needing to be resolved. Dealing with BPOs now will help you meet the next deadline.</i>
<b>May 10, 2024</b>	<ol style="list-style-type: none"> <li><b>1. ALL REQUISITIONS DUE TO PURCHASING</b> including: <ul style="list-style-type: none"> <li>• Requisitions for travel, reimbursements, advertising, scholarships, medical bills &amp; similar items not designated with earlier due dates</li> <li>• Requisitions using federal/project funding for ANY/ALL items (travel, services provided, or supplies) that will be received prior to <b>June 30<sup>th</sup></b></li> </ul> </li> <li><b>2. pCard utilization restrictions implemented</b> <ul style="list-style-type: none"> <li>• pCards disabled through <b>June 30, 2024</b></li> <li>• Contact Damon Nunn, <a href="mailto:nunnd@lincolnu.edu">nunnd@lincolnu.edu</a> if you have recurring charges or other unique needs (prior to the deadline)</li> </ul> </li> <li><b>3. Tips to successfully meet this deadline:</b> <ul style="list-style-type: none"> <li>• Review prior year department budgets for expenses that may be due at the end of the fiscal year</li> <li>• Ensure requisitions reach 'outstanding' status - Use UNRQ to check for incomplete/unapproved requisitions</li> <li>• If you are unsure of how to meet this requirement, contact Purchasing prior to the due date</li> </ul> </li> </ol>
<b>June 30, 2024</b>	<b>Reimbursement request forms due to AP for travel incurred through June 30, 2024</b>

<sup>#</sup> 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

**OTHER INFORMATION AND DATES**

<b>Date:</b>	<b>Items Due/Description:</b>
<b>June 10-28, 2024</b>	<b>Deletion of requisitions</b> (Requisitions with 'not approved' or 'in progress' statuses with state funding or no funding will be deleted) <ul style="list-style-type: none"> <li>• Project funded requisitions, if so noted, should not be deleted during this process</li> <li>• Colleague's UNRQ report is the basis for requisition deletion</li> </ul>
<b>July 5, 2024 (estimated)</b>	<b>FY25 requisition entry</b> may begin when budgets are available. This includes: <ul style="list-style-type: none"> <li>• Requisitions for <b>on-going services, contracted services</b>, memberships, etc. <i>Any regularly scheduled service (lawn care, pest control, utilities, etc.) or completed contracts for FY25 should have associated requisitions entered in July. 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.</i></li> <li>• Requisitions for <b>blanket purchase orders</b> for <b>FY25</b> <i>May be entered as needed. Requests should (a) reflect amount needed for entire fiscal year, (b) identify intended use/users and (c) must not be likely to circumvent bidding requirements. For small dollar blanket purchase orders, consider using a purchasing card instead.</i></li> </ul>