



Controller's Office

DATE: October 12, 2017

TO: Administrators, Business Managers and Fiscal Operations Personnel

FROM: Chad Cleveland
Controller

In preparation for the University of Georgia's business transformation through the OneSource Project, the following information is being provided early to assist with planning for the end of Fiscal Year 2017-2018.

As part of UGA's OneSource Project to launch a new finance and human resources administration system that is integrated, efficient, modern, and supports a data-driven environment, a number of systems used by the UGA community will change. A list of the affected UGA systems, the upcoming changes to those systems, and the dates for these changes can be found on the OneSource website at https://onesource.uga.edu/resources/system_changes/. Information about these system changes is being shared early so users of the affected systems can begin to prepare for these changes.

Please use the following guidelines in planning and preparing to make all appropriate charges and encumbrances to your accounts for this fiscal year. **Due to the conversion and transition to the new financial system near fiscal yearend, the following deadlines will be strictly adhered to this year. There will be no exceptions to these dates. Please plan accordingly.**

CASH RECEIPTS AND CREDIT CARD RECEIPTS

All funds received that are to be credited to FY2018 must be received by the Bursar's Office **before the end of the working day June 26, 2018.**

NOTE#1: For those departments that prepare deposits which are directly transported to the bank via armored car service through June 26, 2018, the deposits will be recorded as FY2018 cash receipts.

NOTE#2: Any credit card sales that occur on June 26, 2018, will be included in FY2018. Credit card transmittals for June 26, 2018 sales must be submitted to the Bursar's Office no later than noon on June 27, 2018.

REQUESTS FOR UNCOLLECTIBLE ACCOUNTS RECEIVABLE TO BE RESERVED AND A/R REQUESTS TO WRITE OFF UNCOLLECTIBLE ACCOUNTS

Please refer to http://busfin.uga.edu/bursar/bursar_faculty_staff/ under Accounts Receivable Information for instructions to complete requests to reserve or write off uncollectible accounts. **Departments should submit completed requests to the Accounts Receivable Department by April 20, 2018.**

TRAVEL

Travel authorities with airfare to be direct charged to the University on the 2017-18 budget must be in Travel and Encumbrances **by noon on June 27, 2018.** Departments that wish to have airfare direct charged to the University for the 2017-18 budget should ensure that the travel agency involved submits its invoice to Travel and Encumbrances **by the end of the working day June 25, 2018.**

Approved Travel Expense Statements to be charged to the 2017-18 budget must be submitted to Travel and Encumbrances **by noon, June 27, 2018.** **Any travel that concludes on or before Friday, June 22, 2018 has to be submitted for reimbursement prior to noon, June 27, 2018.**

While the eCheck and eTravel system will be available until noon on June 27, 2018, departments should not wait until then to submit requests. Requests should be submitted as early as possible due to year-end closeout and PeopleSoft conversion activities.

For this fiscal year-end, travel authorizations can still be encumbered for travel in the first quarter of the next fiscal year using FY18 funds. Trips should be concluded on or before September 30, 2018. Campus will not have the ability to choose FY19 funding sources if submitting a TA for first quarter travel in the eTravel system due to the conversion and transition to the PeopleSoft Financials system.

Only travel authorizations with travel between June 23, 2018 and September 30, 2018 will be converted in PeopleSoft to associate with the new PeopleSoft Expense Report.

OPERATING SUPPLIES AND EQUIPMENT - May 1, 2018, with exceptions

To ensure that purchase requests are encumbered against the 2017-18 budget, it is necessary that requests be approved by Travel and Encumbrances by May 1, 2018, unless otherwise accepted below.

There is a greater likelihood this fiscal year that requests received after the established deadline dates cannot be processed in time to be charged against the 2017-18 budget. The department will be notified if it is determined that a request cannot be processed against the 2017-18 budget via the comments function of UGAmart.

NOTE: During previous fiscal year end periods, purchase requests for the next fiscal

year could be submitted by changing the accounting date in UGA mart to July 1 or greater. Due to the pending implementation of PeopleSoft, FY19 purchase requests will not be handled in this manner. If you have a purchasing need that will be funded from FY19 funds, please reach out to Annette Evans, Claire Boyd, Jessica Beri, or Christy Bailey in the Procurement Office.

Exceptions to May 1 Purchase Request Date

1) Vehicles - OPB issued a moratorium regarding motor vehicle purchases. This moratorium pertains to purchase and leasing of all vehicles. All vehicle purchase requests, with a letter which provides a compelling reason for requesting a waiver from the moratorium, should be in Travel and Encumbrances by **March 12, 2018**. Purchase requests for vehicles available under statewide contract should be in Travel and Encumbrances at the earliest possible date, as the manufacturers may impose a cutoff date prior to **March 12**.

2) Information Technology (IT) - This category includes computer equipment, software or services (CESS) audiovisual, and telecommunications. **See below for deadlines.**

Information Technology (IT) requests with an aggregate cost of \$10,000 or more OR which include restricted or sensitive data handling or do not fully meet the UGA or USG standards or policies as outlined in the CESS guidelines at http://eits.uga.edu/hardware_and_software/cess/ require the following approvals:

- A. Up to \$500,000 Computer Equipment/Software/Services (CESS) requires local approval from UGA VPIT
- B. Over \$500,000 Computer Equipment/Software/Services (CESS) requires local approval from UGA VPIT and Vice Chancellor/Board of Regents CIO

To meet the established cutoff date for processing IT Purchase Requests, the following deadlines have been established by the Office of the VPIT for the required prior CESS approval processes:

March 26, 2018– Requests that require the approval of the Vice Chancellor of Information Technology/BOR CIO (items over \$500,000) must be received in the Office of the VPIT no later than this date.

April 20, 2018 – Requests that require local approval only (\$10,000 to \$500,000 and \$0 to \$500,000 if sensitive data is involved) and the items are NOT AVAILABLE on statewide or agency contract must be received in the Office of the VPIT no later than this date.

May 8, 2018 – Requests that require local approval only (\$10,000 to \$500,000 and \$0 to \$500,000 if sensitive data is involved) and the items are available on statewide or agency contract must be received in the Office of the VPIT no later than this date.

After the appropriate approval is received as outlined above, the deadlines for receipt of IT purchase requests in Travel and Encumbrances are as follows:

OPERATING SUPPLIES AND EQUIPMENT – May 1, 2018, with exceptions
(Cont'd)

May 1, 2018 - IT purchase requests not on statewide or agency contract.

June 6, 2018 - IT purchases which are on statewide or agency contract.
(Please note that the approved CESS number must be entered on the purchase request.)

3) Purchase Requests where the method of solicitation is a Request for Proposal (RFP) –
February 23, 2018.

4) Purchase Requests totaling \$24,999.99 or less must be in Travel and Encumbrances
by **June 6, 2018.**

5) Purchase Requests for items available under Statewide Contract or Agency Contract,
regardless of dollar value, must be in Travel and Encumbrances by **June 6, 2018.**
Earlier deadlines apply to IT purchases as stated in section 2 above.

If you are not certain which category applies to your purchase request, please contact
the Procurement Office, 706-542-2361.

Check requests with supporting documents (including Petty Cash reimbursement
requests) to be charged against the 2017-18 budget must be in the Travel and
Encumbrances Department **by noon on Wednesday, June 27, 2018.** Requests for
reimbursement from the Master Petty Cash Fund should be requested **by the end of
the working day Tuesday, June 26, 2018.**

Mail and Receiving Services' cutoff date will be **Wednesday, June 20, 2018.** Postage
fees will be charged to the 2017-18 year for all mail received at Mail & Receiving Services **by
the end of the working day on June 20, 2018.** Bulldog Print + Design's cutoff date
will be **Wednesday, June 20, 2018.** Requests for printing and design services will be
charged to the 2017-18 year, **if the job can be completed by June 20, 2018.**

All currently established and funded Facilities Management Division (FMD) work
orders will be reviewed and departments advised by **April 16, 2018,** if the work cannot
be completed and billed by June 22, 2018 and the remaining amount of funding which
will not be expended during FY2018. Any additional work requested from Facilities
Management for charges against the FY2018 budget will be accepted on a project-by-
project basis. Each request will be reviewed to determine workforce and material
availability. The requesting department will then be advised whether work can be
accomplished by the end of the fiscal year. Any special requirements or problems should
be brought to the attention of the Business Director for Facilities Management, Kathy
Hines at (706) 542-7417 or kahines@uga.edu

Facilities Management warehouse will accept requests for issues to be charged against
the FY2018 budget until **3:30pm on June 22, 2018.** Issues beginning on Monday,
June 25, 2018 will charge against the FY2019 budget.

The last day a state vehicle can be rented from the Automotive Center for charges to be posted to the FY2018 budget is **Thursday, June 21, 2018**. Any outstanding rentals that have not been returned by the 21st will be estimated for the remainder of the rental agreement period and those charges will be posted against the FY2018 budget. Beginning June 22, 2018, all new rentals will be charged against the FY2019 budget. **NOTE: Accounts with a June 30, 2018 expiration date cannot be used after June 22nd for vehicle rental charges.**

Fuel to be charged to the FY2018 budget can be purchased at the Automotive Center until **5:00pm on Friday, June 22, 2018**. Any fuel purchased after that time will be charged to the FY2019 budget. **NOTE: Accounts with a June 30, 2018 expiration date cannot be used after June 22nd for fuel charges.**

NO additional charges, changes or corrections can be posted by Facilities Management after 5:00 pm, Monday, June 25, 2018 in order to accommodate the June 30, 2018 year-end date. All remaining Facilities Management charges will be loaded to the IMS Financial Accounting system on the evening of Tuesday, June 26 and departments will be able to see all Facilities Management final charges for FY2018 on their accounts on Wednesday, June 27, 2018.

Please note that Facilities Management cannot encumber FY2018 funds against FMD labor at year-end. Any departmentally funded work orders that involve FMD labor must be completed by **Friday, June 22, 2018** for charges to post against FY2018. Any continuing FMD labor after Friday, June 22, 2018 for the on-going work order will be charged against the departments FY2019 budget.

Work requests for jobs to begin in FY2019 will not be accepted until **Tuesday, May 1, 2018**. You may call the FMD Work Control Desk at (706)542-7456 or email them at fmdwork@uga.edu. Please be sure to specify that the work is to be performed and billed against the FY2019 budget.

****Please contact any service organization not mentioned for its cutoff date****

JOURNAL VOUCHER REQUESTS, TICKETS (ALSO KNOWN AS INTRA-UNIVERSITY CHARGES), PERSONNEL ACTIVITY REPORTS, AND ACCRUED PAYROLL

Journal entry requests for personal service items must be in the Payroll Office by **noon on June 1, 2018**. All non-personal services journal entry requests and intra-departmental charges and credits (tickets) must be in the Accounting Department by **noon, June 27, 2018**.

Personnel Activity Reports are due in the Accounting Department by **noon on June 19, 2018**. A separate letter concerning the year-end procedure for processing of Personnel Activity Reports will be distributed at a later date. Accrued payroll work sheets for salaried bi-weekly and hourly bi-weekly payrolls are due in the Accounting Department by **noon on June 11, 2018**.

PAYROLL

Bi-weekly payrolls paid during July 2018 for days earned during fiscal year 2017-18 will be charged to the 2017-18 budget (not applicable to restricted accounts). The following payroll periods are affected by the year-end procedure:

(1) Salaried Bi-Weekly Payroll for Period June 14 - June 27

Time recorded for June 14-27 will be charged to the 2017-18 budget. These checks will be issued on July 5, 2018.

(2) Hourly Bi-Weekly Payroll for Period June 21 – July 4

Time recorded for June 21-30 will be charged to the 2017-18 budget. Time recorded for July 1 - July 4 will be charged to the 2018-19 budget. These checks will be issued on July 12, 2018.

(3) Salaried Bi-Weekly Payroll for Period June 28 – July 11

Time recorded for June 28-30 will be charged to the 2017-18 budget. Time recorded for July 1 - July 11 will be charged to the 2018-19 budget. These checks will be issued on July 19, 2018.

Deadline for compensatory time payout

Approved compensatory time is subject to a 240-hour maximum accumulation. Employees who have reached the compensatory maximum must receive a cash payment for any additional overtime. Additionally, all compensatory time balances on record as of May 31 must be paid out no later than the final bi-weekly pay period in June each fiscal year. Such payment will be at the employee's regular earnings rate at the time the payment is made. Compensatory time earned in June will carry forward into the upcoming fiscal year.

The bi-weekly pay periods that should be used to pay out these compensatory balances for fiscal year 2017-18 are:

(1) Salaried bi-weekly payroll for period May 31 – June 13.

(2) Hourly bi-weekly payroll for period June 7 – June 20.

BUDGET TRANSACTIONS FOR REMAINDER OF FY2018

Units will need to project expenditures for the final months of FY2018. Budget amendments should be processed no later than **March 12, 2018**, to reflect the total projected budget for the current fiscal year. The University's amended budget must be submitted for Board of Regents approval by March 16th. Savings from vacant positions and unused lump sum positions should be re-budgeted in the appropriate non-personal services category by the March 12th deadline. This deadline does not pertain to routine personnel

transactions that do not involve object transfers from personal services to non-personal services or vice versa. Please review memo located at the following link:

<http://busfin.uga.edu/budget/pdf/BudgetTransactionsDeadline.pdf>

Budget transactions **will not** be updated to IMS after **June 20, 2018**. Electronic documents received at the Budget Office level after June 15, 2018 are not guaranteed to be updated to IMS for FY2018.

If you have any questions or need further information regarding these instructions, please contact the University Budget Office at 706-542-2802.

PURCHASING CARD (P-card)

The Accounting Department will download p-card charges from the Works Payment Manager on **Tuesday, June 26, 2018**. Only transactions transmitted by the vendor and posted to the bank by **Friday, June 22, 2018** will be posted in FY2018. Please note that this will provide less time to complete the allocation in Works. If the vendor has not transmitted the charge to the bank in time to be posted to the Works Payment Manager by **Friday, June 22, 2018**, the p-card transaction will be charged to the FY2019 budget.

DEPARTMENTAL SALES AND SERVICES

Each school, college and unit will need to project total estimated revenue amounts for departmental sales and services accounts. Budget amendments should be submitted to reflect the total projected amount for the current fiscal year. Budget amendments for the current fiscal year are due to the University Budget Office by **March 12, 2018**.

All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and service accounts are due in the Accounting Department **by end of day on June 26, 2018**. For additional guidance on department sales and service accounts deferred revenue, carry forward and other yearend items, please refer to

<http://www.policies.uga.edu/FA/nodes/view/919/Departmental-Sales-and-Services-Accounts>.

CARRY FORWARD REQUESTS

Carry forward requests for student technology fee accounts should be submitted to the Accounting Department, 323 Business Services Building by **June 19, 2018**. These requests will be forwarded to the Vice President for Information Technology (VPIT) for approval. The STF carry forward request form is located at

<http://www.busfin.uga.edu/forms/stf.pdf>

After the close of the fiscal year, all amounts remaining in departmental sales and service and indirect cost recovery accounts will be carried forward by college/school/unit. The college/school/unit will decide how those excess funds will be distributed at the account level.

After the close of the fiscal year, all amounts remaining in continuing education accounts will be carried forward.

Each college/school/unit should follow Board of Regents guidelines for carry forward funds. (BPM Section 2.2.1)

http://www.usg.edu/business_procedures_manual/section2/manual/2.1_accounting_coding_schema/

Specifically, to qualify for carry forward a departmental sales and service account must earn at least 50% of its revenue from external sources (sources outside the University).

Each college/school/unit should internally document how the carry forward funds will be used. This information may be needed at the request of the Board of Regents.

TRANSACTIONS INVOLVING RESTRICTED ACCOUNTS

Please keep in mind that transactions involving restricted accounts or cost share accounts require Post Award Accounting review/approval before processing. Cash receipts, check requests, journal vouchers, personnel activity reports, purchase requests, tickets, and travel authorities should be received by Post Award Accounting office **four business days prior** to the yearend deadline to allow adequate time for processing.

This document and an additional “quick-reference” summary in deadline date order can be found on the web at:

<http://www.busfin.uga.edu/accounting/yearend.pdf>.

Cut-Off Deadlines - by Date Order

(If item includes Restricted Accounts: back up cutoff date by four business days to route through SPA Post Award)

Section	Contact Info	Page #	Description	Cut-Off Date
Operating Supplies & Equipment	<i>Procurement Office</i>	4	Purchase Requests due where the method of solicitation is a Request for Proposal (RFP)	February 23, 2018
Operating Supplies & Equipment	<i>Procurement Office</i>	3	Purchase Requests Due for Vehicles.	March 12, 2018
Budget	<i>Budget Office</i>	6	Budget amendments should be processed no later than March 12, 2018 to reflect the total projected budget for current fiscal year.	March 12, 2018
Departmental Sales and Services	<i>Budget Office</i>	7	Budget amendments for the current fiscal year are due to the University Budget Office by March 12, 2018	March 12, 2018
Operating Supplies & Equipment	<i>CIO</i>	3	CESS deadline for requests that require the approval of the Vice Chancellor of Information Technology/BOR VPIT.	March 26, 2018
Operating Supplies & Equipment	<i>Facilities Management</i>	4	All established and funded Facilities Management work orders will be reviewed and departments advised by April 16, 2018 if the work cannot be completed & billed by June 22, 2018.	April 16, 2018
A/R	<i>Accounts Receivable Dept</i>	2	Requests for Uncollectible A/R to be Reserved and A/R Requests to Write Off Uncollectible Accounts.	April 20, 2018
Operating Supplies & Equipment	<i>CIO</i>	3	CESS deadline for requests that require local approval only (\$10,000 to \$500,000 and \$0 to \$500,000 if sensitive data is involved) and the items are NOT AVAILABLE on statewide or agency contract must be received in Office of VPIT no later than this date.	April 20, 2018
Operating Supplies & Equipment	<i>Procurement Office</i>	2	To ensure that purchase requests are encumbered against the 2017-18 budget, it is necessary that requests be approved by Travel and Encumbrances by May 1, 2018	May 1, 2018
Operating Supplies & Equipment	<i>Procurement Office</i>	4	IT purchase requests not on statewide or agency contract are due in Travel and Encumbrances. Approved CESS number must accompany the purchase request.	May 1, 2018
Operating Supplies & Equipment	<i>CIO</i>	3	CESS deadline for requests that require local approval only (\$10,000 to \$500,000 and \$0 to \$500,000 if sensitive data is involved) and the items are available on statewide or agency contract must be received in the Office of the VPIT no later than this date.	May 8, 2018
JVs, Tickets, PARs, Accrued Payroll	<i>Payroll Dept</i>	5	Deadline for journal entry requests for personal service items.	June 1, 2018
Operating Supplies & Equipment	<i>Procurement Office</i>	4	Purchase Requests for items totalling \$24,999.99 or less.	June 6, 2018
Operating Supplies & Equipment	<i>Procurement Office</i>	4	Purchase Requests for items available under statewide contract or agency contract, regardless of dollar value.	June 6, 2018
Operating Supplies & Equipment	<i>Procurement Office</i>	4	IT purchase requests which are on statewide or agency contract are due in Travel and Encumbrances. Approved CESS number must accompany the purchase request.	June 6, 2018
JVs, Tickets, PARs, Accrued Payroll	<i>Accounting Dept</i>	5	Accrued payroll work sheets for salaried bi-weekly and hourly bi-weekly payrolls are due in Accounting Department.	June 11, 2018
JVs, Tickets, PARs, Accrued Payroll	<i>Accounting Dept</i>	5	Personnel Activity Reports (PARs) are due in the Accounting Department by noon.	June 19, 2018
Carry Forward Requests	<i>Accounting Dept</i>	7	Student Technology Fees & carry forward requests should be submitted to the Accounting Dept., 323 Business Services Building.	June 19, 2018
Operating Supplies & Equipment	<i>Mail & Receiving Services</i>	4	Postage fees will be charged to the 2017-18 budget for all mail received at Mail & Receiving Services by the end of the working day on June 20, 2018.	June 20, 2018
Operating Supplies & Equipment	<i>Bulldog Print + Design</i>	5	Bulldog Print + Design deadline to accept requests for printing & design services will be charged to the 2017-2018 year, if the job can be completed by June 20, 2018.	June 20, 2018
Budget	<i>Budget Office</i>	7	Budget transactions will NOT be updated to IMS after June 20, 2018. Electronic documents received at the Budget Office level after June 15, 2018 are not guaranteed to be updated to IMS for FY2018.	June 20, 2018

Cut-Off Deadlines - by Date Order

(If item includes Restricted Accounts: back up cutoff date by four business days to route through SPA Post Award)

Section	Contact Info	Page #	Description	Cut-Off Date
Operating Supplies & Equipment	<i>Facilities Management</i>	5	Deadline for FMD Auto Center vehicle rentals is Thursday, June 21, 2018. Rentals not returned by that date will be estimated for the remainder of the agreement period and charged to the FY18 budget.	June 21, 2018
Operating Supplies & Equipment	<i>Facilities Management</i>	5	Deadline for purchasing fuel at the FMD Auto Center is 5:00 pm, Friday, June 22, 2018 to be charged to the FY18 budget.	June 22, 2018
Operating Supplies & Equipment	<i>Facilities Management</i>	4	Deadline for Facilities Management Warehouse to be charged against FY18 is 3:30 pm, Friday, June 22, 2018.	June 22, 2018
Pcard	<i>Accounting Dept</i>	7	Pcard transactions transmitted by the vendor and posted to the bank June 22, 2018 will be posted in FY18.	June 22, 2018
Travel	<i>Accounts Payable T&E</i>	2	Travel Agency deadline to submit invoice to Travel and Encumbrance	June 25, 2018
Cash Receipts and Credit Card Receipts	<i>Bursar's Office</i>	1	FY2017-18 Cash deposit deadline	June 26, 2018
Cash Receipts and Credit Card Receipts	<i>Bursar's Office</i>	1	FY2017-18 Credit Card deposit deadline NOTE#2-Credit Card transmittals for June 26, 2018 must be submitted to Bursar's Office no later than noon on June 27, 2018	June 26, 2018
Operating Supplies & Equipment	<i>Bursar's Office</i>	4	Requests for reimbursement from Master Petty Cash Fund.	June 26, 2018
Departmental Sales and Service	<i>Accounting Dept</i>	7	All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and services accounts are due in the Accounting Department.	June 26, 2018
Travel	<i>Accounts Payable T&E</i>	2	Travel Authorities with airfare to be direct billed	June 27, 2018
Travel	<i>Accounts Payable T&E</i>	2	Approved Travel Expense Statements to be charged to the 2017-18 budget must be submitted to Travel and Encumbrances.	June 27, 2018
Operating Supplies & Equipment	<i>Accounts Payable</i>	4	Check requests with supporting documents (including Petty Cash reimbursement requests) to be charged against the 2017-2018 budget	June 27, 2018
JVs, Tickets, PARs, Accrued Payroll	<i>Accounting Dept</i>	5	Deadline to submit all non-personal services journal entry requests and intra-departmental charges and credits (tickets) to Accounting Department.	June 27, 2018



Office of the Vice President for
Finance and Administration
Procurement Office

DATE: February 6, 2018

TO: Administrators, Business Managers and Fiscal Operations Personnel

FROM: Annette Evans
Procurement Officer

RE: Appendix to Fiscal 2018 Year End Letter

This appendix provides general guidelines on Procurement's ability to issue purchase orders during the end of FY 2018 and the beginning of FY 2019. This fiscal year-end will be unique and unlike any prior year-end as the University converts open purchase orders and their related encumbrance balances to transition to the new version of UGAmart and PeopleSoft.

The University will have two distinct transactional periods to address during the conversion and transition to PeopleSoft. The processes outlined below are being established to address **critical operational needs** during these defined periods. Routine purchases should be planned to occur before or after the dates outlined below.

- **Exception Processing** (June 7 – June 25) refers to the processing of purchase requests after the cutoff date of June 6th but before UGAmart is unavailable during conversion to PeopleSoft. The exception process will consist of, where possible, expedited processing of purchase requests in UGAmart prior to the lockout date of June 26th.
 - The check request and p-card processes should be used instead of a purchase request when policy allows for their use.
 - During the exception period, purchase requests should be limited to an as needed critical basis.
- **Emergency Processing** (June 26 – July 9, estimated and referred to as “blackout period”) refers to the processing of purchase requests during the time that UGAmart is unavailable. The emergency process will consist of entering purchase requests into a

non-UGAmart system so that Procurement may manually process the request. This request must come from the units' Chief Business Officer. The Chief Business Officer is the official source for all emergency purchase requests at the unit level. The Chief Business Officer will also serve as the departmental approval record for all emergency purchase requests.

- POs resulting from emergency purchase requests will be encumbered against FY 2019 funds.
- All emergency purchase requests will be re-entered by the department into UGAmart once the blackout period ends. This step is required so departments can retain visibility of their orders in UGAmart. Additionally, the re-creation of all emergency purchase orders is required to establish the encumbrance in PeopleSoft and allow downstream processes like receipt and invoice creation to occur.
- Further details on the emergency processing procedures will be communicated directly to the Chief Business Officers. Chief Business Officers will then communicate out to their units on how they want the emergency process to work within their unit.

Considerations:

1. If your unit is instituting earlier purchasing cutoff dates in advance of UGA's deadlines, we encourage you to plan procedures for purchases that are needed between your early deadlines and the UGA year-end deadlines.
2. In situations where a purchase order is required during the blackout period, Procurement will process these with a business justification from the unit. The number of POs of this nature should be very limited. An example is when a vendor requires a hard copy purchase order prior to providing any required good or service. Examples include maintenance/service agreements and new copier leases that have a required start date of July 1. Some vendors will not service or support a maintenance request if they do not have an official purchase order on file. For these cases, Procurement can issue a FY19 purchase order early. These procedures will be shared after they are established.

Appendix B - Fiscal Year End Handling of FY19 Requisitions in UGAmart (Now through June 25, 2018)

As a follow-up to the previous Fiscal Year End letters, there is a change in how requisitions for next fiscal year (FY19) will be processed. Effective now through June 25th, requisitions utilizing FY19 funds will be limited to the following types of purchases:

- New Copiers (Purchase or new lease where the new copier will be delivered in July)
- Annual Maintenance Service Contracts of Equipment where the vendor requires payment no later than July 30th for continued coverage into the new fiscal year.
- Renewal of previously approved blanket orders when the need for a July delivery is anticipated (i.e. live animals, animal feed, etc.)
- Software licenses where the vendor requires payment no later than July 30th for continued use of the software in the new fiscal year.
- Events/Conferences
- Study Abroad
- Services (i.e. pest control, cleaning, etc.) where the vendor requires payment no later than July 30th for continued service provision in the new fiscal year

Please reach out to the following to discuss needs that are not covered above.

Annette Evans amevans@uga.edu 706-542-7066

Jessica Beri jberi@uga.edu 706-542-0876

Claire Boyd cboyd@uga.edu 706-542-7107

Should you have a procurement need that meets the above requirements, steps for the FY19 Requisitions in UGAmart prior to blackout period starting June 26 are as follows:

1. Department user enters requisition in UGAmart, enters 7/1/18 as the accounting date, and attach any supporting documents including any applicable invoices for payments required prior to July 30.
2. Once the requisition is received in Procurement, it will be reviewed to ascertain if the goods/services meets the criteria listed above.
 - a. If the purchase falls into one of the categories, Procurement will:
 - i. process the requisition following normal purchasing rules and regulations,
 - ii. revise the accounting codes section in UGAmart to allow tracking as a FY19 order,
 - iii. revise the accounting date accordingly
 - iv. Issue a purchase order to the vendor.
 - b. If the purchase does not fall into one of the categories, Procurement will:
 - i. Reach out to the originator to discuss if an exception is needed, if an exception is granted, Procurement will proceed as outlined in section 2a.
 - ii. If an exception is not warranted then the requisition will be rejected by Procurement, and,
 1. If the vendor will only provide the services/goods if they receive a purchase order prior to the end of UGAmart blackout (July 9), the Unit's Chief Business Officer will need to submit a requisition in the Emergency/Blackout Purchasing system and follow processes that will be communicated no later than June 4th.

2. If the vendor does not need a purchase order prior to July 9th to provide services, the department will enter a requisition in UGAmart after the blackout period.

Any FY19 requisitions that have already been entered by campus and received in Procurement will be handled following the steps in the above #2 section.

Instructions on how emergency processing of purchases during the “blackout period” (June 26 – July 9) will be provided in a separate communication closer to fiscal year end.

If you have any questions about the year-end procurement process, please contact procurement at [706-542-2361](tel:706-542-2361) or procure@uga.edu.