

WAYNE STATE UNIVERSITY

Fiscal Operations

To: All University Employees

From: Clifford A. Brown, Associate Vice President for Fiscal Operations and Controller
Joan Gossman, Director of Purchasing

Subject: **FY 2010 General Fund Purchase Requisition, Change Order Request and Procard Deadlines**

Date: June 22, 2010

The fiscal year-end close for the year ending September 30, 2010 is rapidly approaching. This memorandum is the first in a series of correspondence that many of you will receive over the next several months conveying important information about year-end closing procedures, requirements and activities. This particular memorandum provides information regarding the **deadlines for on-line submission and approval of Purchase Requisitions (Requisitions), Change Order Requests (CORs) and certain considerations pertaining to Procard purchases for FY 2010 General Fund transactions.**

FY 2010 General Fund Requisition and COR Transactions

As year-end approaches, timely departmental approvals of Banner on-line Requisitions and CORs are critical to accurate and expedient fiscal year-end processing. To be reasonably assured that **General Fund** (indexes beginning with the digit 1) Requisitions (Banner Form **FPAREQN**) and CORs (Banner Form **FPACHAR**) relating to the current fiscal year (October 1, 2009 through September 30, 2010) result in posted activity against a unit's FY 2010 operating budget, it is necessary that all departments and units "complete" Banner on-line Requisitions **by Friday, August 27, 2010 and CORs by September 15, 2010.** Please remember that "completion" involves ensuring that **all required on-line departmental approvals including any required special approvals (specific purchasing commodities as noted on Purchasing's website) occur by Friday, August 27, 2010 for Banner Requisitions and Wednesday September 15, 2010 for CORs.** To ensure that "in-process" Requisitions are not inadvertently overlooked, all individuals responsible for approving on-line Requisitions and CORs should periodically check their approval queues (Banner Form FOAAINP) to verify that pending transactions are appropriately approved. Requisitions and CORs, which do not have **all** required unit, departmental and special approvals by August 27, 2010 or September 15, 2010, respectively, will be "disapproved" (not be processed as FY 2010 transactions) and returned to the requestor.

FY 2011 General Fund Requisition and COR Transactions

As units begin to input FY 2011 General Fund Requisition and COR transactions, **please note that the transaction date field on FPAREQN defaults to the current date so the transaction date must be manually changed until October 1, 2010.** Accordingly, for all General Fund

Requisition and COR transactions that should be reflected as FY 2011 transactions, requestors must enter a **transaction date of October 1, 2010 or later on the first screen of the form FPAREQN.**

Timing of Procard Transactions and Posting to Banner

The last day for making Procard purchases with a reasonable expectation of the transactions being included in FY 2010 activity is September 27, 2010. Processing of these transactions is a matter of timing on the merchant's part. This is because Procard transactions are posted in Banner according to the merchant "post date" (the date the merchant actually processes the transaction). Accordingly, there is no assurance that purchases made on or prior to September 27th will be included in FY 2010. Likewise, purchases occurring between September 27th and 30th may **or may not** be recorded in FY 2010 dependent on the merchant "post date".

Advance Notice: Elimination of IRB for Office Supply Orders

With the implementation, and rapid successful adoption and usage, of the Office Supply Direct Order System (OSDOS), effective October 1, 2010, the use of IRBs for the purchase of office supplies will be discontinued. Going forward, the OSDOS application, which can be found at <http://www.purchasing.wayne.edu/osdos>, should be the system used by all university units for the purchase of office supplies. Please contact Mike Gleason at 7-3743, should you have any questions or concerns.

Your cooperation and adherence with the established requirements and deadlines is appreciated. Specific questions related to Requisitions, CORs and OSDOS should be addressed to Joan Gossman (7-3733), Kenneth Doherty (7-3756), or Paula Reyes (7-3649). Procard questions should be directed to Michael Gleason at 7-3743. If you have questions about other aspects of this memorandum or other aspects of the fiscal close generally, please contact Patricia Douglas, Tamaka Butler, or Tony Miller at 7-3673. A summary of *Selected Key Dates and Deadlines* relating to the fiscal year-end close is attached and can also be accessed on the Fiscal Operations website at the following link: http://wayne.edu/fisops/?Current_Developments_and_Events.

cc: John Davis, Vice President Finance and Facilities Management
Patricia Douglas, Director of Accounting
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Tony Miller, Associate Director, General Accounting
Bryan Atkinson, Director of Disbursements
James Barbret, Associate Vice President, Research
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