WAYNE STATE UNIVERSITY

Fiscal Operations

To: All University Employees

From: Tamaka M. Butler, Interim Senior Associate Vice President, Deputy CFO & Controller, Fiscal Operations
Kenneth Doherty, Associate Vice President, Procurement & Strategic Sourcing

Subject: **FY 2022 General Fund Purchase Requisition, Change Order Request and Procard Deadlines**

Date: July 18, 2022

The fiscal year-end close for the year ending September 30, 2022 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, Change Order Requests (CORs) and certain considerations pertaining to Procard purchases for FY 2022 General Fund transactions.**

FY 2022 General Fund Requisition and COR Transactions

As year-end approaches, timely departmental approvals of WayneBuy 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 (WayneBuy Catalog and non-Catalog reqs.) and CORs (WayneBuy Change Order Request Form) relating to the current fiscal year (October 1, 2021 through September 30, 2022) result in posted activity against a unit's FY 2022 operating budget, it is necessary that all departments and units "submit" WayneBuy Requisitions **by Thursday, September 8, 2022 and** CORs **by September 15, 2022**. Please remember that "submission" 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 Thursday, September 8, 2022 for Requisitions and Thursday September 15, 2022 for CORs**. To ensure that "in-process" Requisitions are not inadvertently overlooked, all individuals responsible for approving Requisitions and CORs should periodically check their approval queues (WayneBuy Approval Tab) to verify that pending transactions are appropriately approved. Requisitions and CORs, which do not have **all** required unit, departmental and special approvals by **September 8, 2022** or **September 15, 2022**, respectively, will be "disapproved" (not be processed as FY 2022 transactions) and returned systemically to the requestor.

As an exception to the above, those Requisitions against punchout enabled vendors which do not require Procurement's approval can be processed up to **September 27, 2022** and will still be encumbered in FY 2022. Enabled Vendors are those listed at the top of the Home Page of WayneBuy, and include Staples,

Fisher, Life Technologies, CDW-G, Dell (standard configurations only) and Apple Computer. The Requisitions must be below $2,000, and the exception applies to traditional Requisitioner's and those with special privilege as a result of their Procard Holder status.

FY 2023 General Fund Requisition and COR Transactions

As units begin to input FY 2023 General Fund Requisitions (this only applies to goods that will be received or services performed during FY 2023), and COR transactions, **please note that the accounting date field in the Billing section of the Requisition Summary screen defaults to the current date so the accounting date must be manually changed to October 1, 2022 until October 1, 2022.** Click the "edit" button to change this date.

A Job Aid which illustrates the process for making the aforementioned change can be found at **https://procurement.wayne.edu/waynebuy/jobaids.**

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 2022 activity is September 27, 2022. 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 2022. Likewise, purchases occurring between September 27th and 30th **may or may not** be recorded in FY 2022 dependent on the merchant "post date".

Your cooperation and adherence with the established requirements and deadlines is appreciated. Specific questions related to Requisitions and CORs should be directed to Kenneth Doherty (7-3756). Procard questions should be directed to Jeneen Conley-Berry (7-3708). If you have questions about other aspects of this memorandum or other aspects of the fiscal close generally, please contact Tony Miller at 7-3672. 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:
https://fisops.wayne.edu/current-developments-and-events

cc David Massaron, Vice President Finance and Business Operations
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Tony Miller, Director of Accounting
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