



Purchasing Department

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Fiscal Year End **GENERAL PURCHASING REMINDERS**

- **Deadlines** - All purchasing transactions should be submitted according to the deadlines established in the VP of Business Affairs [Fiscal Year-End Deadline Memo](#).
- **Requisitions for FY20 will need a Banner TRANSACTION DATE of July 1, 2019 or later.** If the transaction date is not manually changed, it will default to the date of Requisition entry and encumber funds from the current fiscal year.
- Please obtain all necessary signatures on Check Requests and Change Orders prior to submitting to Purchasing. **(Please note, Contracts require prescreening by Purchasing and may only be signed by [authorized University signature](#)).**
- Please continue to obtain VP or President approval of all FY19 purchases impacted by the spending freeze.
- Please include a Vendor # on all check requests. If you have a new vendor, please send W9 to Chelsea Carter for Vendor # assignment.
- Technology purchases: Before submitting requests to Purchasing, please obtain technology quotes through Cliff McManus to ensure device compliance with University standards.
- Monitor year-end spending within Banner to ensure funds are available prior to making a purchase.
- If funding is not available at the Account Level (702000 travel, 703000 operating services, 704000 supplies, etc.), a budget transfer must be sent to Gail Parker prior to the purchase and/or requisition entry.
- Review open FY19 Requisitions/Purchase Orders, and send notice to Purchasing to Close and/or Unencumber Funds.
- For Renewals of Copiers through Executive Office Linx, please issue a FY20 Requisition with a 7/1/19 transaction date. The Requisition should include the Serial number and Tag number of the machine. Please email Shakeya Peters if you are in need of this information.
- If the cost of an item is not known at time of requisition entry, please enter an estimated cost as close to the expected cost in order to ensure that the requisition routes correctly for approval. Please do not enter \$0.
- When drafting a contract, please always use the most current contract templates posted on the ULM Purchasing website.
- When submitting an item for bid, please ensure the Bid Specifications are submitted in an editable format such as Microsoft Word.
- When applicable, Please include a Requisition number on all correspondence (email and print) sent to Purchasing.
- Remember, General Fund purchases should be received, invoiced and paid within the same Fiscal Year.

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ANNUAL BIDS

Each department should review their Annual Bid needs and either Renew, Terminate, or Bid/Rebid:

- **RENEW** by submitting a Banner Requisition. Purchasing will then send the Vendor a Request to Renew. If the vendor opts not to renew, a rebid will be required.
- **TERMINATE** by notifying Purchasing & Vendor that services/products will not be renewed for the next fiscal year.
- If a new service/product is needed, or if an existing annual bid has no remaining renewal options but the services/products are still needed:
 - **BID/REBID** by submitting a Requisition and detailed Specifications to Purchasing. If available, please also include any quotes that have been obtained and a list of vendors you would like included in the bid.

****Purchasing Contacts for Annual Bids are **Chelsea Carter** and **Shakeya Peters******

CONTRACTS/LEASES

Each department should review the effective dates of existing Contracts & Leases to determine if all agreements are current or if services should be renewed or terminated. Requests should be submitted timely according to the notice periods within the agreement. Purchasing may request a copy of the agreement to verify that it is compliant with state requirements and has not exceeded the maximum number of allowable renewals.

- **RENEW** by reviewing the renewal options within the agreement and submitting a Banner Requisition for the amount of the Renewal Period and then emailing Cheri Perkins the Requisition Number and a note of your intent to renew. Purchasing will review the agreement and process the renewal according to the terms of the agreement. If a renewal is not possible, Purchasing will give guidance on next steps.
- **TERMINATE** by reviewing the termination options within the agreement then emailing Cheri Perkins a note indicating the department's desire to terminate the agreement and the desired termination date. Purchasing will review the agreement and process the termination according to the terms of the agreement. If termination is not possible according to the requested timeline, Purchasing will give guidance on next steps.
- **NEW CONTRACTS** should be emailed to Cheri Perkins for review prior to signature in order to ensure compliance with state required verbiage. An approved Requisition and supporting documents will be required. Please see <https://www.ulm.edu/purchasingoffice/contracts.html> for more information.

****The Purchasing Contact for Contracts/Leases is **Cheri Perkins** (Kelly Moravek-backup)****

Purchasing Cards (P-Cards)

All Purchasing Cards (P-Cards) will be suspended effective June 6, 2019, and will remain suspended until July 6, 2019. If your P-Card was active through the June 5 statement period, **please complete all necessary tasks in Works, and have your statement delivered to Purchasing by June 21, 2019.** This includes:

- In Works, all original receipts must be attached to the statement and uploaded to Works for the transactions occurring in that statement period. Sign-in sheets or flyers, where applicable, as well. AND ALL P-CARD CARDHOLDERS AND APPROVERS MUST SIGN-OFF ON ALL TRANSACTIONS.
- P-Card Approver signature is required on both the Statement and Purchase Log.
- VP/President approval is also required (see FYE 18-19 Purchasing Guidelines) – If your P-Card Approver is not your VP, you need to obtain signatures from both.
- If you will be leaving before June 6, and/or will not return by July 6, please notify Kelly Moravek so your card can be suspended during the time you are out to avoid fraudulent charges.

****The Purchasing Contact for P-Cards is **Kelly Moravek** (Cheri Perkins-backup)****

Thank you & best regards,
~Your ULM Purchasing Team