

Procurement – 2022 End of Year Deadlines

The Procurement Office has established the following deadlines to finalize Procurement activities for FY2022 and to begin FY2023 operations. We appreciate your cooperation and adherence to these deadlines to allow a smooth transition from FY2022 to FY2023.

Purchasing FY 22 funds	
Deadline	Description
Friday, June 24, 2022	<p><i>Last day to submit and approve in iShop:</i></p> <ul style="list-style-type: none"> • All Contracts – All new contracts/amendments/renewals, construction contracts, job order contracts, professional services contracts requiring signatures over \$50,000 • Purchases over \$50,000 • Last day to send vendor set up invitation for FY2022 purchases in Payment Works
Friday, July 15, 2022	<p><i>Note: Goods/Services must be received by August 31, 2022</i></p> <ul style="list-style-type: none"> • iShop All Purchases. This will be the last day to requisition using FY2022 funds for any dollar amount. <u>POs should be fully approved by this day</u> • iShop Contracts: Including, renewals, job order contracts under \$50K, amendments under existing contract for any dollar amount. • iShop PO Change Orders. This excludes monthly recurring services such as: rentals, maintenance, leases, Konica, wireless services etc. • iShop Non-PO's • iShop Closing of PO's. *See Outstanding Encumbrances section
Monday, August 8, 2022	<ul style="list-style-type: none"> • First day to have credit card transactions loaded on a weekly basis. Loads will run August 8th, 15th and 22nd. Credit card program participants will be required to reconcile on a weekly basis during the end of the year processes
Monday, August 15, 2022	<ul style="list-style-type: none"> • iTravel + Credit Card reconciliations should be submitted and approved by this day for transactions with a posted date of August 3rd for July charges in order to charge FY 22 funds.
Monday, August 22, 2022	<ul style="list-style-type: none"> • Last day to submit FY2022 supplier invoices, and AP Forms (AP Memo, Stipend) to AP. Must be received at AP by noon
Thursday, August 25, 2022	<ul style="list-style-type: none"> • iTravel + Business Expense Reimbursements out of pocket expenses using FY 2022 funds must be submitted and approved by this day.
Tuesday, August 30, 2022	<ul style="list-style-type: none"> • iTravel + Credit Card reconciliations for first half of August Credit Card purchases should be submitted and approved by this date for transactions posted form August 1st -19th in order to charge FY 22 funds

New Fiscal Year FY 2023 Funds

Monday, July 18, 2022	<ul style="list-style-type: none"> • First day to start requisitions and PO’s for FY2023. Starting with monthly recurring charges effective SEP 01, 2022, such as: Software Renewals, Maintenance. Leases / Rentals and Multi-year contracts
Monday, August 01, 2022	<ul style="list-style-type: none"> • First day to make iTravel + booking reservations and requests for FY23 travel dates
Monday, August 22, 2022	<ul style="list-style-type: none"> • Any transactions posted on or after August 22nd – Sept 3rd will be charged to FY 23 funds.

***Outstanding Encumbrances**

Reconcilers must review the outstanding encumbrances monthly as part of the account reconciliation process. Employees with “Requestor” or “Reconciler” role in iShop must close POs to remove the encumbrances that are not needed. Please visit www.utrgv.edu/procurement/training/resources to get the step-by-step quick reference guides available to close PO’s:

- [How to - Run the Encumbrance Report.](#) - To get the list of active purchase orders
- [How to - Close a PO/Disencumber Funds.](#) - To Close POs

Note – Blanket PO’s or POs for recurring charges such as Konica, Voyager and wireless carriers etc. should not be closed as the service for August is paid until Sept. These service PO’s need to remain encumbered until the last payment is posted.

The Accounts Payable Department examines all bills, invoices and reimbursements received in the month of August and September to determine if the related goods and/or services were delivered, performed, or incurred in the old fiscal year. Accounting date may be updated as necessary to reflect the expense in the proper year when the goods or services were delivered or performed.

NEW for FY2022 Cut Over/Carry Forwards:

1. A complete cutover from FY2022 to FY2023 funding will occur July 15-18. The practice of having both current and future fiscal year budgets open at the same time for requisitions is being discontinued. FY2022 credit card purchases and travel reimbursements meeting deadlines provided above will still draw on FY2022 funds.
2. Non-labor encumbrances in General Funds will carry forward and be funded from your FY2023 operating budget. The practice of carrying forward current year budget to fund these encumbrances will no longer be in effect. Should you have questions about this change, please consult with your divisional or college budget contact.

The following UTRGV staff is available to assist with any questions you may have regarding these procedures.

Purchasing Office	956-665-2161	purch@utrgv.edu
Travel Services Office	956-665-2612	travel@utrgv.edu
Accounts Payable	956-665-2700	accountspayable@utrgv.edu
Accounting & Reporting	956-665-2704	accountingandreporting@utrgv.edu
Grants and Contracts	956-665-2711	grantsandcontracts@utrgv.edu
Planning and Analysis	956-665-2962	budgetrevisions@utrgv.edu