FY2023 UNTS Procurement Year-End Deadline Calendar

The following deadlines apply to **ALL** UNT Campuses. University's Accounting rules and fiscal year-end requirements mandate that we report all activity as of August 31.

Helpful Hints

- **Requisition Information** – to expedite the processing of your FY23 requisition, please include the following information in the Requesters Justification/Comments

REQUIRED	NOTATION	CONTENT
YES	DEPARTMENT CONTACT	FULL NAME, PHONE NUMBER, EMAIL ADDRESS
YES	VENDOR CONTACT (SALES)	FULL NAME, PHONE NUMBER, EMAIL ADDRESS
YES	EMAIL ADDRESS FOR PO	WHERE IS THE PURCHASE ORDER TO BE SENT?
YES	PROCUREMENT METHOD	TYPE OF PROCUREMENT UNLESS NON-BIDDABLE
YES	BUSINESS PURPOSE	WHY IS IT BEING PURCHASED?
YES	SERVICE DATES	DATES OF SERVICE OR GOODS RECEIVED

- Attach all documentation to Requisitions, including quotes, forms, existing contracts and/or the previous PO number to the requisition.
- Forward any outstanding and unpaid invoices to *invoices@untsystem.edu* immediately for processing
- If goods or services have been received, please complete the Desktop Receiver timely
- **Purchases under $5000** should be paid via P-Card Add as the first bullet point "Unless a restricted item, restricted vendor, or controlled asset.
    - **Purchases under $5000 that include contracts/Terms & Conditions** should be submitted to Pcard team at pcard@untsystem.edu
    - **HSC Campus-** Contract Liaisons should submit a Contract Request in HSC Total Contract Manager (TCM) on the "Requisition number" field enter "PCARD"

- Using FY23 Funds - ***Goods/services should be expected to be received prior to August 31, 2023***
- **Strategic Sourcing Team** - Our team will approach every request for service with the intent to get the department what they need in the most expedited time frame possible. Web: https://finance.untsystem.edu/procurement/strategic-sourcing.php

- **Contracts/Agreements** – please allow ample time for processing. Agreements are processed on a first-in-first-out basis and can take from one day to several weeks to execute depending on applicable contract approvals, the volume of contracts currently in process, the availability of the University staff to process and the availability of signatories to execute contracts. The UTNS Office of Contract Administration's Service Level Agreement (SLA) to the UNTS contract administration process is to execute up to 80% of contracts received within 28 days. Web: https://finance.untsystem.edu/contract-administration/.

If you have any questions regarding Budget, please contact your campuses or department budget Officer. Campus Budget Office Contacts;

UNT DALLAS	budget.office@untdallas.edu
UNT HSC	hscbudgetoffice@unthsc.edu
UNT	budget.office@unt.edu
UNT SYS	system_admin_budget@untsystem.edu

Criteria for Requisition entered prior to September 1 for FY24

- FY24 Budget has to be approved by the Board, prior to loading in PeopleSoft
- FY24 Requisitions must include a Budget Date of **09/01/2023**
- Please add the following statement **"*for delivery and invoicing after 09/01/23*"**.

PURCHASING
- o **Requisition Change** Orders for FY23 must be received by 5:00pm.
- o **All Requisitions** using FY23 funds must be created and approved by 5:00pm.

CONTRACTS
- o **UNSIGNED Contracts/Agreements** submitted through requisitions, using FY23 funds that involve signature authority, must have appropriate documents attached to the requisition and be submitted by 5:00pm.
- o **Agreements** requiring signature(s) for goods to be received by August 31 must be submitted by 5:00pm.

ACCOUNTS PAYABLE
- o **AP Voucher Corrections** and **Inter-Agency Payment Request** for FY23 must be received by Accounts Payable by 5:00pm.

ACCOUNTS PAYABLE
- o **AP Invoices using FY23 funds** must be received by Accounts Payable by 5:00pm.
- o All **USAS Documents** for vendor payments must be entered and released or in "P" (Payment) status by 5:00pm.

TRAVEL
- o Concur Expense Reimbursements using FY23 funds **and requiring a new vendor setup** must be in "*Approved and in Accounting Review*" status by 5:00pm.

TRAVEL
- o Concur Expense Reimbursements using FY23 funds must be in "Approved and in Accounting Review" status by 5:00pm.

P-CARD

- o P-Card data entry into Concur for August Transactions (dated August 4 thru September 3) using FY23 funds must be completed, submitted, and approved to "*Approved and in Accounting Review*" status by 5:00pm.

- o P-Card Statement Reports can be submitted as early as Monday, August 28th. Please note that any transactions received and posted after the early statement report submission will create an additional statement report for the same period and would require submission and approval to "*Approved and in Accounting Review*" status by the Friday, September 8th 5:00 pm deadline.

Please note that P-Card purchases made August 28-31 may not post during the FY23 billing period due to processing lags with the vendor in which the transaction was made.

Your efforts to meet the above deadlines are greatly appreciated. We encourage you to prepare and process documents as early as possible to avoid year-end crunch!

For additional assistance, please contact

CONTACT	EMAIL
PURCHASING	buyers@untsystem.edu
ACCOUNTS PAYABLE	accountspayable@untsystem.edu
SUPPLIER INVOICE REMITTANCE	invoices@untsystem.edu
SUPPLIER MANAGEMENT	Supplier.management@untsystem.edu
TRAVEL	travel@untsystem.edu
PCARD	pcard@untsytem.edu
HUB	hub@untsystem.edu
CONTRACTS	UNTScontractadmin@untsystem.edu
STRATEGIC SOURCING (by Campus)	
UNTDALLAS & UNTSYSTEM	Amanda.miller@untsystem.edu
IT	Melissa.Anderson@untsystem.edu
UNT	Barry.Sullenberger@untsystem.edu
HSC	Barry.Sullenberger@untsystem.edu