Memorandum

To: University Community

From: Eric A. Christian, Purchasing Office
Peggy Smith, Accounting Office

Date: Tuesday, August 05, 2008

Subject: Year End Procedures

As we approach the end of the current fiscal year, the Purchasing Department advises the University community of important deadlines for the timely processing of the appropriate documents to complete your purchasing requirements. They are as follows;

Purchase Requisition(s): Should be in Accounting Department as follows:

(1) On island vendors September 15th, 2008
(2) Off island vendors August 27th, 2008

Direct Pay-Check Requisition(s): Should be in Accounting Department as follows:

(1) On island vendors September 30th, 2008
(2) Off island vendors September 30th, 2008

Purchase Order(s)

(1) Receiving Reports – submit to Purchasing before September 30th, 2008
(2) Invoices – must be received in Accounting by September 30th, 2008

Please remember, the receiving report must be processed before payment can be made against an invoice. For most purchase orders, the invoice is sent directly from the vendor to the Accounting Department. To meet the aforementioned deadlines, you may have to contact the vendor and request the invoice.

Please contact the Purchasing Office at x1480, the Accounting Office at x1430, or the St. Croix campus Business Office at x4167 if you need assistance in resolving purchase order related issues. Thank you in advance for your cooperation.