To: Officers, Deans, Department Heads, and Department Administrators

From: Diane Devlin, Purchasing Director

RE: FY’14 Year End Purchasing Guidelines

Date: April 1, 2014

In order to assure that the year-end closing is smooth and includes your desired procurement transactions, it is necessary that the purchasing deadlines listed below are broadly communicated to all staff who order goods and services for the university (with the exception of HNRCA, whose fiscal year end cycle differs).

Below are guidelines designed to facilitate your year-end purchases:

❖ ALL PURCHASING REQUISITIONS (E-REQS) for goods and services that are to be expensed in FY’14 and are funded by hard money (non-grant, contract or projects) SHOULD BE RECEIVED BY THE PURCHASING OFFICE NO LATER THAN FRIDAY, MAY 16, 2014.

❖ Certain commodity items may require longer lead times and departments should plan such purchases accordingly – i.e. furniture, scientific equipment, etc. Requisitions for such items should be received by the purchasing office no later than MONDAY, MAY 5, 2014.

❖ ITEMS OR SERVICES RECEIVED PRIOR TO JUNE 30, 2014 MUST BE EXPENSED IN FY’14. (Please also note that invoices must be received by Accounts Payable no later than WEDNESDAY, JUNE 25, 2014 to be properly expensed for FY’14.) Purchase Orders issued after the noted cutoff date may contain specific instructions to the supplier not to deliver prior to July 1, 2014.

❖ As in the past, proforma invoices (prepaid orders) will not be processed.

❖ TRAVEL EXPENSE REPORTS – Please process your travel expense reports as timely as possible before year end. Processing these reports helps in the expense projection process for your department and school.

ESTABLISHMENT OR RENEWAL OF BLANKET PURCHASE ORDERS

❖ Blanket orders should be used when you are doing continuous business with a supplier that does not accept the PCard or if you are repeatedly ordering items that are on the PCard restricted list (please refer to PCard policy).

❖ Departments that are reissuing a blanket order which expires on 06/30/14, funded by hard money (non grant, contract or projects), are reminded that blanket orders must be renewed in the Purchasing E-Req System to continue with the same or similar business arrangements.

❖ All blanket orders must conform to university bid requirements.
Departments may request the establishment or renewal of a blanket order by submitting a Purchasing E-Req containing the following information:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>EXAMPLE TEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUPPLIER NAME:</strong> Specify the name of the supplier you wish to do business with.</td>
<td>XYZ Corporation</td>
</tr>
<tr>
<td><strong>START/END DATE:</strong> Specify the period of performance to be covered by the blanket agreement (end date <em>generally</em> does not exceed one fiscal year).</td>
<td>07/01/14-06/30/15</td>
</tr>
<tr>
<td><strong>DESCRIPTION:</strong> Specify the items or services that will make up the bulk of the proposed purchase.</td>
<td>Standing blanket order for audio visual services</td>
</tr>
<tr>
<td><strong>AMOUNT:</strong> In the extension column, please indicate the total amount which you expect to spend within the period noted.</td>
<td>Not to exceed $20,000</td>
</tr>
<tr>
<td><strong>PO REFERENCE:</strong> If this is a replacement of an existing Blanket Order, you are asked to reference the previous blanket order number in the description/comments section.</td>
<td>Replaces P#EP0005678</td>
</tr>
</tbody>
</table>

All relevant bids or mandatory documentation associated with these requests **must** be submitted with each electronic requisition. If you question the appropriateness of a blanket order, please feel free to consult a representative within the Purchasing Office.

**PCARD AND ELECTRONIC ORDERING SYSTEM PURCHASES**

- Cardholders **MUST APPROVE PCARD TRANSACTIONS BY JUNE 30, 2014** for proper recording in fiscal year 2014. It is recommended that cardholders allow two weeks lead time (order by June 13th) for transactions to hit the system for approval. Note: Expense transfers will not be processed in FY’15 for PCard purchases inappropriately posted in FY’14.

- Due to the billing cycle of the PCard, please note that any PCard Purchases that are not posted by the supplier and approved by the cardholder by Monday, June 30, 2014 will be posted against the next fiscal years budget.

- Suppliers with whom we have electronic ordering capability on the Tufts MarketPlace (Staples, VWR, etc.) generally bill for orders placed the previous week; however we cannot control when the suppliers invoice us. Therefore it is recommended that you allow a lead time of two weeks (order by June 13th) for invoices to hit our system. Also, if an item is out of stock, the supplier will only invoice us when the item is shipped.

- Departments are responsible to ensure that the correct departmental, grant, contract, or project cost center is reflected in all electronic systems for the new fiscal year.
It is important that individuals regularly review their Open Commitment reports for accuracy and identify those transactions which may require changes (adjustments/cancelations). This process is beneficial as it provides an accurate balance of funds available within your cost center(s).

Should you have an outstanding Purchase Order requiring a change, please notify the appropriate purchasing representative via email.

Paula D’Amore  paula.damore@tufts.edu
Matt Laidley  matthew.laidley@tufts.edu
Anne Preble  anne.preble@tufts.edu
Michelle Rooney  michelle.rooney@tufts.edu
Dolores Rufo  dolores.rufo@tufts.edu
Kelly Sullivan  kelly.sullivan@tufts.edu
William Thistle  william.thistle@tufts.edu
Peter Van Tilborg  peter.vantilborg@tufts.edu
Paul Wagner  paul.wagner@tufts.edu

If you are unaware as to whom the specific representative may be, please contact the Purchasing Office at 617-627-3225 for guidance.