

**JACKSON STATE UNIVERSITY  
DIVISION OF BUSINESS & FINANCE  
MEMORANDUM**

Date: April 1, 2009

To: Administrators, Departmental Heads, Directors, Faculty and Staff

From: Sherry Wilson, Comptroller/Assistant Vice President  
Office of Financial Services

Elma Wade, Director  
University Strategic Sourcing Services

**Re: FY '09 IMPORTANT YEAR-END CLOSEOUT DEADLINES**

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As we approach the end of fiscal year 2009, we will appreciate your cooperation in helping us to obtain the goods and/or services that you need by June 30, 2009. To ensure receipt and payment for the goods and/or services requested from the current fiscal year's budget, please:

- comply with the University established purchasing policies and procedures and
- adhere to the schedule of timelines provided on the following page

Requisitions for purchases that require a purchase order using **Education & General (E&G), Auxiliary Enterprises, and Designated Funds** must be received in University Strategic Sourcing Services (USSS) by **April 15, 2009**. Requisitions for purchases that require a purchase order using **Grant Funds** must be received in USSS by **May 22, 2009**. Any requisitions received after these dates will be returned to the department. Rushed purchases are discouraged. Also note that E&G-funded encumbrances will not be rolled forward into the new fiscal year, 2010. Please plan accordingly for the remainder of the fiscal year.

If you have any questions regarding this communication, please contact:

<u>NAME</u>	<u>DEPARTMENT</u>	<u>PHONE</u>	<u>EMAIL</u>
Mrs. Elma Wade	USSS	601-979-3200	elma.m.wade@jsums.edu
Mrs. Claudette Anderson	USSS	601-979-3199	claudette.d.anderson@jsums.edu
Mrs. Dorothy Wilson	Financial Services-Accounts Payable	601-979-2010	dorothy.wilson@jsums.edu

**REQUISITION FOR PURCHASE ORDER**

April 15, 2009      Requisitions for purchase orders must be received in the Requisition Office/ USSS.

**GRANTS**

May 22, 2009      Requisitions for purchase orders must be received in the Requisition Office/ USSS.

### **DIRECT PAYMENTS**

April 30, 2009 Requisitions for a check request must be received.

### **GRANTS**

May 29, 2009 Requisitions for a check request must be received in Grants & Contracts.

### **INTERDEPARTMENTAL PURCHASES**

June 5, 2009 Submit requisition for Interdepartmental transactions for the following vendors; Facilities Management, Food Services, Publications, Housing, Telecommunications, Post Office, Transportation and Other University departments to USSS. **These encumbrances will not be carried forward.**

### **PROCUREMENT CARD**

June 1, 2009 Procurement card use will be suspended.

June 5, 2009 Departmental summary sheets along with supporting sales receipts must be forwarded to USSS.

July 6, 2009 Procurement card use resumes.

### **TRAVEL**

May 1, 2009 All travel advances must be submitted to the Travel Coordinator in USSS.

### **INVOICES**

Please submit all invoices immediately to Accounts Payable in Financial Services for any invoices in your possession to be paid against a purchase order.

### **CHECKS AND DIRECT DEPOSIT CYCLE**

June 10, 2009 Last check cycle.

July 6, 2009 Next scheduled check cycle will begin during this week.

### **Note:**

No purchase orders will be processed during the month of April that cannot be invoiced and received by June 5, 2009. Therefore; it is encumbered upon the requestor to insure that the vendor of their choice can fulfill their request within the stated deadline. If the goods and/or services are not received by June 5, 2009, the purchase order will be **VOID**.

**QUICK REFERENCE  
JSU UNIVERSITY STRATEGIC SOURCING SERVICES (USSS)/  
FINANCIAL SERVICES  
FISCAL YEAR-END, 2009, DEADLINES**

<b>DEADLINES</b>	<b>TASK</b>
	<b>REQUISITIONS-PURCHASE ORDERS</b>
April 15, 2009	Submit all requisitions using <b>E&amp;G, Auxiliary Enterprises, and Designated Funds</b> to USSS to meet fiscal year end reporting and deadlines.
May 22, 2009	Submit all requisitions using <b>Grant Funds</b> to USSS to meet fiscal year end reporting and deadlines.
	<b>REQUISITIONS-DIRECT PAY</b>
April 30, 2009	Submit all requisitions using <b>E&amp;G, Auxiliary Enterprises, and Designated Funds</b> for a check request in accordance to the Direct Pay Policy.
May 29, 2009	Submit all requisitions using <b>Grant Funds</b> for a check request in accordance to the Direct Pay Policy.
	<b>TRAVEL</b>
May 1, 2009	Submit travel advances to the Travel Coordinator in USSS.
	<b>INTERDEPARTMENTAL PURCHASES</b>
June 5, 2009	Submit all requisitions for interdepartmental transactions to USSS.
	<b>PROCUREMENT CARD</b>
June 1, 2009	Suspend use of the card.
June 5, 2009	Submit all departmental summary sheets along with supporting sales receipts to USSS.
July 6, 2009	Resume use of card.
	<b>INVOICES</b>
	Submit all invoices to be paid immediately to Accounts Payable upon receipt.
	<b>CHECKS &amp; DIRECT DEPOSITS FOR VENDORS</b>
June 10, 2009	Last check cycle
July 6, 2009	Next scheduled check cycle will begin during this week.