**IMPORTANT YEAR-END SPENDING DATES FOR 2023-24**

The current fiscal year will end on June 30, 2024. To ensure adequate processing time for purchase and receipt of goods and other departmental transactions, the following deadlines apply for all purchases.

**Friday, April 26**

* New York State requires that **non-construction purchases valued at $25,000 or greater** include participation by Minority and Women Owned Business Enterprises. This requires communication with the Procurement and Travel Office staff and/or Betty Tirado to document our good faith effort to engage MWBE vendors and have enough time to process these procurements.
* For **purchases $50,000 and over,** contact Betty Tirado, Business Services, immediately to discuss procurement process requirements.

**Friday, May 10**

* Consider your recharge allocation and spending needs through year-end and submit campus recharge allocation transfer requests to Benjamin Morris, Budget Office by this date.  Transfer requests must be copied to the appropriate Dean, AVP, or VP.
* Academic department requests must follow the transfer process for that Division. After receiving Deans’ approval, OTPS and/or recharge allocation transfers can be submitted to the Budget Office. If the request involves Temporary Services, they must be submitted to the Budget Office and the Provost Office.

*(Please note that recharge allocations are separate from general OTPS allocations.)*

**Friday, May 17**

* **Purchases for amounts less than $25,000** must be submitted by this date. Please begin submitting approved purchase requisitions to the Procurement Office now for remaining department needs, to avoid backlog at the cut-off date. Be sure to include the cost of shipping in your purchase price quotes. Requisitions received after the deadline will be returned to the department.
* Department P-Card holders must **cease using their P-card as of this date**.  (*If orders will have a longer lead time, please contact Procurement and Travel to have the order done by Purchase order to ensure use of 2023-24 funds*).
* Submit any remaining **travel request applications** for employee travel through June 30 by this date. This will ensure that funds are encumbered to cover travel costs. Vouchers for travel reimbursement must be submitted within 30 days of your return date.
* 2023-24 purchases that are not received by mid-August will be paid from the department’s 2024-25 funding. “Rolling” current funds into the new fiscal year will be limited and requests must be coordinated with the Budget Office. Place orders now if you anticipate a long lead time for delivery.

**Friday, June 14**

* **Campus Supply Room orders** must be placed by this date to allow for year-end inventory. Available inventory might be limited, and items may need to be ordered through standard procurement processes. Departments’ storehouse balance must be sufficient to cover cost of orders.

Exceptions to any of the dates above will be considered only under extraordinary circumstances and must have approval from the appropriate vice president or cabinet-level officer.

Reasonableness of price and selection of vendor should be documented for all purchases, per SUNY guidelines.

In order to advance our goal to commit 30% of discretionary spending to Minority or Women Owned Business Enterprises (MWBE), please actively seek out certified MWBE vendors during the procurement process now, and throughout the fiscal year. For assistance with this process, contact Procurement and Travel or Betty Tirado, Business Services.

Thank you for your cooperation in observing these criteria and deadlines. Please direct questions about the process and deadlines to the individuals below:

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| **Procurement, Travel, MWBE**Daniel Peters - Procurement and Travel Office Manager | x2555 |
| **Budget**Ben Morris - Budget Assistant | X3641 |
| **Procurement Policy, MWBE** Betty Tirado - Director - Business Services | x2583 |