



Purchasing and Accounts Payable

TO: CCRI Community
FROM: Lisa M. Fontes, Purchasing; Chris Weiss, Accounts Payable
DATE: March 6, 2023
SUBJECT: FY23 and FY24 Requisitions/Invoices

For the Purchasing and Accounts Payable Departments to address the volume of transactions occurring at Fiscal Year end, the following schedule has been established:

PURCHASING

Departments should utilize the Open Purchase Order Report to manage open POs. Actively reviewing this report will allow for efficient departmental budget management. Contact Purchasing to close or cancel purchase orders as necessary.

Table with 3 columns: Item, Date, Notes. Header: FY23. Rows include: Purchases in excess of \$5,000 (not available on an MPA or within CCRI's delegated authority to process), Purchases less than/equal to \$5,000, One-time WB Mason requisitions, Purchases utilizing WB Mason blanket PO.

**Banner requisitions will be available to enter on March 21, 2023.

Table with 3 columns: Item, Date, Notes. Header: FY24. Rows include: State Issued Blanket POs starting July 1, 2023 (EXCLUDING WB Mason), State Issued Blanket POs, Non-Blanket State Issued Requisitions, WB Mason Blanket POs for FY 23, Purchases less than/equal to \$5,000.



Entering One-Time Requisitions for FY24

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY

| | |
|--------------------|------------|
| Requisition | NEXT |
| Order Date * | 03/21/2023 |
| Transaction Date * | 07/01/2023 |
| Delivery Date * | 07/08/2023 |

When processing requisitions for the new fiscal year, the transaction date must be entered as 07/01/23, and the delivery date must be equal to or later than the transaction date. Please verify the dates have been entered correctly. Documents with incorrect dates will be disapproved and returned for correction.

Entering Blanket Purchase Orders for FY24

▼ REQUISITION ENTRY: REQUESTOR/DELIVERY

| | | | |
|------------------|------------|--|------|
| Requisition | R0067928 | Comments | |
| Order Date | 07/01/2023 | Commodity Total | 0.00 |
| Transaction Date | 07/01/2023 | Accounting Total | 0.00 |
| Delivery Date | 06/30/2024 | <input type="checkbox"/> Document Level Accounting | |

Requestor/Delivery Information Vendor Information **Commodity/Accounting** Balancing/Completion

▼ COMMODITY

| Item | Commodity | Description | U/M | Tax Group | Quantity | Unit Price |
|------|-----------|---------------------------------------|-----|-----------|----------|------------|
| | | FY24 Office Supplies 31005 Purchasing | EA | | 1.00 | 500.0000 |

When entering the description of a Blanket Purchase Order, please use the following format:
 FY24 [name of Accounting line used] [Org Code] [Org Name]

More information on how to enter requisitions and Blanket POs for FY24 can be found on our [Tools & Resources](#) page.



ACCOUNTS PAYABLE, TRAVEL, AND P-CARD

Departments should utilize the Open Purchase Order Report to manage open POs. Actively reviewing the report on a regular basis allows departments to manage their budget throughout the fiscal year. This timely review will allow Accounts Payable to process invoices against the proper purchase orders ensuring that expenses are charged to the appropriate fiscal year.

| FY23 | | |
|--|-----------------------|---|
| Item | Date | Notes |
| June 2023 P-Card Expense Report (fully approved) in Chrome River) | Monday, July 10, 2023 | Please have this fully approved and reconciled as soon as possible in Chrome River. |
| All travel expense reports, employee reimbursements, and monthly mileage (fully approved) in Chrome River) | Friday, July 14, 2023 | Please have this fully approved as soon as possible in Chrome River. |
| Processing FY23 invoices and credits | Friday, July 14, 2023 | Invoices that reference products/supplies/materials and those items received by June 30, 2023 are required by state law to be booked into FY23. |

| FY24 | | |
|---------------------------------------|---------------------------|---|
| Item | Date | Notes |
| Invoices received AND signed * | July 17, 2023 and forward | Will be processed against FY24 budgets. |

**For example, if you receive your goods on July 3 but don't submit the signed invoice verification form until July 19, the purchase will be process against FY24 instead of FY23.*



FULL CALENDAR

| | |
|-----------|-----------|
| FY23 Item | FY24 Item |
|-----------|-----------|

| Date | Item |
|---------------------------------|--|
| March 21, 2023 | Banner requisitions are open to enter for FY24 |
| April 3, 2023 | Last day to enter purchases in excess of \$5,000 (not available on an MPA or within CCRI's delegated authority to process) |
| April 10, 2023 | State-issued blanket POs starting July 1, 2023 (<i>EXCLUDING</i> WB Mason) |
| May 15, 2023 | Last day to enter purchases less than/equal to \$5,000 |
| | Last day to enter one-time WB Mason requisitions |
| June 5, 2023 | Last day to enter purchases utilizing WB Mason blanket PO (by 3pm) |
| June 30, 2023 | End of FY23 |
| July 1, 2023 | Start of FY24 |
| July 10, 2023 | June 2023 P-Card Expense Report |
| July 14, 2023 | All travel expense reports, employee reimbursements, and monthly mileage |
| July 14, 2023 | Last day for processing FY23 invoices and credits |
| July 17, 2023 | Invoices received on and after this date will be processed against FY 24 budget |
| Any time | State-issued blanket POs not needed for July 1 |
| Can begin once budget is posted | Purchases less than/equal to \$5,000 |
| | WB Mason blanket PO requests |
| 12 weeks prior to date needed | Non-blanket, state-issued requisitions |

CONTACTS

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Finance and Strategy
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Tips for a Smooth Year End



Utilize Financial Reports

Check your Open PO Report and Departmental Budget Summary weekly.



Follow Up with Vendors

If you haven't received your items and it's been several weeks, contact the vendor for an update.



Plan Ahead with WB Mason

Order what you need before online ordering closes (June 5th) so you're not stuck without supplies for the time it's closed.



Check Chrome River

Login to Chrome River regularly to check for approvals, drafts, or returned expense reports for Travel or P-Card.



Identify Upcoming Needs

If you need to purchase goods/services for the summer months, these requisitions need to be placed by May 15.



Begin to Think About Your Budget

Reflect on how you've spent funds this fiscal year and how you would like to allocate funds for FY24.