

**Procurement Fiscal Year Ending 2019**

Shared Services is planning to institute firm deadlines for procurements that require delivery and/or receipt and/or payment in fiscal year 2019. Deadlines are required in order to complete your requirements within the budget year, which includes procurement administrative lead time, vendor delivery lead time and payment processing lead time. Estimated deadlines are as follows:

	<u>Goods/Services*</u>	<u>ETF</u>
Over \$100,000	Case by case**	March 15, 2019
\$5,000 to \$100,000	April 26, 2019	April 19, 2019
Less than \$5,000	May 10, 2019***	May 10, 2019****
DPS required approval over \$50,000 (Tentative Date, includes Non-IT, Non-Construction Sole Source, Cooperative and Solicitation)	April 5, 2019	April 5, 2019

\*All orders will be subject to the vendor lead times and those timelines will prevail. We cannot guarantee completion of orders to payment for those circumstances out of our control.

\*\*Large solicitations needed for year-end will be case by case. For requirements over 100K on a valid contract, follow the less than 5K date.

\*\*\*Requisitions (including food orders) received after this date will be handled on a case by case basis. This date ensures capacity for 'hot' orders.

\*\*\*\*All ETF must be received in eVA by May 24, 2019

**Procurement Fiscal Year Opening 2020**

Shared Services is planning to accept orders requisitions continuously through the eVA integration shutdown for fiscal year 2020. We are going to determine a gating system that will accept requisitions to be completed to a gated stage awaiting integration to become a purchase order upon integration re-instatement. This period will be estimated to be June 18, 2019 – July 8, 2019.

If a purchase order is needed during this period, contact the help center to coordinate a bypass integration option to manually manage the process.

**Accounting Fiscal Year Ending 2019**

To be announced separately from the Finance Team