



TO: All Budgetary Personnel

FROM: Shirman Thomas, Executive Director Procurement Logistic Services

SUBJECT: 2022-2023 FISCAL YEAR-END REQUISITIONS;
2023-2024 **NEW** FISCAL YEAR CONTRACTS AND RENEWALS

DATE: APRIL 14, 2023

Below are important dates for year-end order processing:

Current Fiscal Year Procurements	Cutoff Date
CURRENT Fiscal Year \$10,000.00 or more to bid or sole source	April 28, 2023
CURRENT Fiscal Year \$5000.00 – 9,999.99	June 2, 2023
CURRENT Fiscal Year up to \$4,999.99	June 16, 2023
CURRENT Fiscal Year PCard charges* must post to ESP by June 27	Mid-June 2023
New Fiscal Year Procurements, Accounting Date 07/01/2023	Cutoff Date
New Fiscal Year \$10,000.00 or more; new multi-year contracts to bid; expiring multi-year contracts to re-bid	May 12, 2023
NEW Fiscal Year RENEWAL of multi-year contracts	May 26, 2023
NEW Fiscal Year POs under \$5,000 can be entered at any time; but to assure that FY23/24 funds are encumbered, must enter 07/01/2023 accounting date in MTSource	No Cutoff; Enter 7/1/2023 Accounting Date
PCard charges that post to Truist ESP after June 27 will be paid with new FY2024 funds	Transactions posted to ESP after June 27th will be charged to the 2023-2024 budget year regardless of date ordered

CURRENT Fiscal Year Purchases (2022-2023):

All purchase requisitions for goods, services and supplies are to be submitted online through **MTSource**, including any PCard orders (according to policy).

CURRENT Fiscal Year purchase requests of **\$10,000.00 or more** (includes sole source requests) must be submitted by **April 28, 2023** to allow Procurement Services adequate time **to complete the bid process** for the *release of purchase order and receipt of goods/services by June 30, 2023.*

CURRENT Fiscal Year purchase requests **\$5,000.00 to \$9,999.99** shall be entered by **June 2, 2023**. These requests do not require a formal bid process however ‘best bid practices’ shall apply for any purchase with University funds. After June 4, 2022, each request will be handled on a case-by-case basis and may be allowed *if all items or services will be complete, received, and invoiced by June 30, 2023.*

CURRENT Fiscal Year purchase requests **under \$5,000.00** will electronically generate and sent to the supplier. It is imperative that all **Current Fiscal Year** 2022-2023 purchase requisitions are entered with enough time to *procure/receive the items/complete the services by June 30, 2023.* (Reference Procurement Policy 630).

NEW Fiscal Year Purchases (2023-2024):

- **MTSource** Requesters should enter the **Accounting Date** of **07/1/2023** on **ALL** New Fiscal Year Requisitions so that the purchase order will be encumbered against the 2023-2024 fiscal year budget.
- **NOTE:** *Orders processed due to the omission of the 07/01/2023 accounting date will be charged to your 2022-2023 budget. The accounting date change to 07/01/2023 is not required on requisitions entered into MTSource after 07/01/2023.*

NEW Fiscal Year 2023-2024 purchase requests for **BIDDING** (\$10,000 or more, as well as new or expiring multi-year contracts) shall be entered in **MTSource** by **May 12, 2023**. **MTSource** Requesters should enter the **Accounting Date** as **07/1/2023** on requisitions so that the purchase order will be encumbered against the 2023-2024 fiscal year budget. Procurement Services will make every effort to bid and award all orders before July 1, 2023 to ensure uninterrupted service.

NEW Fiscal Year 2023-2024 purchase requests for **RENEWAL** of multi-year contracts shall be entered by **May 26, 2023**. All Departments that have active multi-year contracts shall enter a requisition in **MTSource** with the **accounting date of 07/01/2023**, use **Supplier Unknown**, and notate the **current PO number in Internal Notes**. These will be considered **Blanket Purchase Orders** where an amount is encumbered in Banner and MTSource receipts are entered against them.

- If a new purchase requisition is placed in **MTSource** against a multi-year contract each time you place an order (the preferred method), then **do not enter** a blanket requisition as instructed above. In this case, email the contracts you wish to renew to purchase@mtsu.edu. Procurement Services will notify the contract supplier that MTSU will be extending the contract. Emails are due by **May 26, 2022**.

NEW Fiscal Year 2023-2024 purchase requests **\$5,000 to \$9,999.99** can be entered at any time. Remember to use 'best bid practices' for these orders. To assure that funds are encumbered in the **2023-2024 NEW Fiscal Year**, the accounting date **must be entered as 07/01/2023**. NEW fiscal year 2023-2024 items or services received and invoiced prior to June 30, 2023 will be charged to your 2022-2023 budget.

NEW Fiscal Year 2023-2024 purchase requests **under \$5,000.00** can be entered at any time and will electronically generate and send to the supplier. To assure that funds are encumbered in the **NEW Fiscal Year**, the accounting date **must be entered as 07/01/2023**. Any NEW fiscal year 2023-2024 items or services received and invoiced prior to June 30, 2023 will be charged to your 2022-2023 budget.

Contract Office Requisitions:

The Contract Office Requisition Form (located in **MTSource** Showcased Services) submitted through **MTSource** will adhere to the same deadlines as listed above. For questions specifically related to Contract Office Requisitions, please contact the Contract Office at (615) 898-2088.

Copier Renewals and Purchases:

- **Print Management Contract:** Offices currently under the campus Print Management Contract will **NOT** be required to submit a Copier Purchase Requisition. Contact ITD if you have questions about this program.
- **Non-Print Management Contract:** Offices who are not under the campus Print Management Contract should use the Copier Order Form (leave Supplier Unknown) to purchase new fax/copier or renew lease. Contact Demetra Majors at (615) 898-5437 or demetra.majors@mtsu.edu if additional help is needed.
- New copier leases under the statewide contract will not be available for the new fiscal year. If a new copier is needed please contact ITD for print management options.

Receipts of Goods and Services:

All purchases, including PCard and copy paper orders, must have an accompanying online '**quantity or cost receipt**' created in **MTSource** before payment can be made. Remember to enter the correct '**Receipt Date**' (the actual date of the delivery of goods or the performance of services).