

# PURCHASING MEMORANDUM

**DATE:** February 28, 2023  
**TO:** All Faculty/Staff  
**FROM:** Purchasing  
**SUBJECT:** PURCHASING CUT-OFF DATES

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To allow sufficient time for processing and delivery of purchases during this fiscal year, the following cut-off dates have been established:

Equipment/Furniture purchases	March 31, 2023
General/Instructional supplies:	April 21, 2023
Deadline for confirming requisitions with invoices:	May 5, 2023
Last day to charge against or modify blanket order:	May 26, 2023
Last day to order Amazon/Office Depot Supplies:	May 26, 2022
Warehouse purchases: (i.e., copy paper, etc.)	June 9, 2022
Travel/mileage/reimbursement request deadline:	June 9, 2022

These dates are final; please allow sufficient time for requisitions to be approved and routed to Purchasing by the listed cut-off dates.

No carryover purchase orders will be allowed at the end of the fiscal year. Carryovers are orders placed but have yet to be received at the close of the fiscal year.

Purchases not received by June 30, 2023, will be reissued and charged to the new fiscal year department funds unless the department specifies that the order is canceled and there is sufficient time to do so.

Please ensure all receipts and approved invoices are promptly forwarded to Accounts Payable/Purchasing for payment as quickly as possible.

Thank you.