

Dear Campus:

It is that time of year again for preparing for FY17 year-end, June 30, 2017.

Please remember, if you want your expenditures charged in FY17, the goods must be received or services be performed by June 30th. In planning your purchases and contracting during this time, please remember that this is the busiest time of year for Purchasing and Contracting Services (PCS). Please provide PCS as much advanced notice of your purchasing and contracting needs as possible during this period.

As part of PCS' preparation for processing the large volume of year-end contracts and purchases, PCS is posting the following transaction deadlines to help ensure timely processing:

New Custom Contracts	Submit by May 12 th
New Form Contracts	Submit by June 2 nd
New Purchase Orders	Submit by June 9 th
New Sole Source	Submit by June 1 st
New RFQs for Goods	Submit by May 5 th
New RFQs for Services	Submit by April 15 th
AP for Goods	Submit by May 5 th
AP for Services	Submit by April 15 th
RFPs	Submit by April 1 st
PCard Journal Vouchers for March, April May 2017	Complete by June 30 th
P-Card Journal Vouchers for June 2017	Complete by July 7 th

Procurements, Contracts and Purchase Orders received by the above deadline dates will receive priority processing. Documents received after the deadline dates noted above may not be completed prior to year-end closing of the books. For procurements in process to be included in FY17, the resulting contract or purchase order must be submitted by the required dates above.

PCS would like to thank all departments for your cooperation for ensuring a smooth year-end process.

If you have any questions or concerns, please do not hesitate to contact PCS at 541-346-2419.

Purchasing and Contracting Services



University of Oregon
1600 Millrace, Suite 306
Eugene, OR 97403
(541) 346-2419
(541) 346-2425 fax
pcs.uoregon.edu