

Cleveland State University
Purchasing and Accounts Payable Year-end Dates
FY 2020

Competitive Bid Deadline 5/8/2020: Anything that requires issuance of an RFQ, RFP or ITB for the competitive bid process must be *complete and in to purchasing (see definition below)* and ready to bid by 5:00pm on 5/8/2020. This will be necessary to meet the 15-day bid period and leave time to submit and process the purchase requisition.

New Vendor Cut-off 6/5/2020: In order to allow time to fully set-up a new vendor in the system, all requests for a new vendor must be *complete and in to purchasing by 5:00pm on 6/5/2020*. After the cut-off, purchase requisitions for new vendors will be processed for FY21.

PAPER Requisitions & Small Order Forms Are Due 6/5/2020: Paper submissions of Purchase Requisitions and Small Order Forms reimbursements must be *complete and in to purchasing by 5:00pm on 6/5/2020*. After that date, only MagnusMart submissions will be accepted for FY20 - see below for MagnusMart deadlines.

Purchase Requisition Deadline (MagnusMart) is 6/19/2020: All purchase requisitions for existing vendors must be *complete and in purchasing by 5:00pm on 6/19/2020*. After the deadline, requisitions will be processed for FY21. Note: Purchases regarding emergencies, or unique situations will be handled on a case-by-case basis.

P. O. Change Orders, Payment Requests & Travel Expense Requests (MagnusMart) Are due 6/19/2020: All invoices, receipts and approvals must be *completed in MagnusMart and ready for Purchasing to review by 5:00pm on 6/19/2020 to be paid in FY20*. Payment requests received after that time will be paid in FY20. NOTE: If return from travel is after 6/19/2020, the Travel Expense request must be *completed in MagnusMart and ready for Purchasing review within two days of returning or 5:00pm on 6/26/2020 whichever is earlier*.

Definition of Complete and In Purchasing: Orders in MagnusMart must be completely through the approval chain and ready for review in Purchasing by the cut-off date/time. Paper orders must be fully approved and physically received in purchasing by the cut-off date/time. Be sure to allow plenty of time for departmental review and approval to meet the deadline.