

Cleveland State University

Purchasing and Accounts Payable Year-end Dates

FY 2019

Competitive Bid deadline 5/3/2019: Anything that requires issuance of an RFQ, RFP or ITB for the competitive bid process must be *complete and in purchasing* (see definition below) and ready to bid by 5:00pm on 5/3/2019. This is to meet the 15-day bid period and leave time to submit and process the purchase requisition.

New Vendor cut-off 6/7/2019: 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 purchasing* by 5:00pm on 6/7/2019. After the cut-off, purchase requisitions for new vendors will be processed for FY20.

PAPER Requisitions & Small Order Forms are due 6/7/2019: Paper submissions of Purchase Requisitions and Small Order Forms reimbursements must be *complete and in purchasing* by 5:00pm on 6/7/2019. After that date, only MagnusMart submissions will be accepted for FY19 - see below for MagnusMart deadlines.

Purchase Requisition deadline (MagnusMart) is 6/14/2019: All purchase requisitions for existing vendors must be *complete and in purchasing* by 5:00pm on 6/14/2019. After the deadline, requisitions will be processed for FY20. 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 6/14/2019: All invoices, receipts and approvals must be *completed in MagnusMart* and ready for Purchasing to review by 5:00pm on 6/14/2019 to be paid in FY19. Payment requests received after that time will be paid in FY20. NOTE: If return from Travel is after 6/14/2019, the Travel Expense request must be *completed in MagnusMart* and ready for Purchasing review within two days of returning or 5:00pm on 6/27/2019 whichever is earlier.

Definition of Complete and In Purchasing: Orders in MagnusMart must be fully 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.