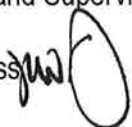


## MEMORANDUM

To: Vice Presidents, Deans, Department Heads, Directors and Supervisors

From: Ralph Johnson, Vice President for Finance and Business 

Date: February 4, 2009

Re: Requisition Cut-Off Dates for Fiscal Year 2008-2009

The current and future state appropriation reductions have presented many challenges. To ensure that Norfolk State University completes its year in a strong financial position, changes are required to the normal year end requisition practice. As such, the requisition cut off dates are accelerated for this fiscal year. These changes will ensure the timely processing of purchase requisitions and issuance of purchase orders so that goods and services are received and paid for prior to the fiscal year end close out.

Requisitions for all goods, equipment, printing, travel and services **MUST** be received by the Procurement Service Department in accordance with the following schedule:

### I. GOODS, EQUIPMENT AND PRINTING

<u>Estimated Cost</u>	<u>Purchase Requisition Entry Deadline</u>
\$5,000 or more	March 6, 2009
Up to \$5,000	March 13, 2009

### II. SERVICES

\$5,000 or more	March 6, 2009
Less than \$5,000	March 13, 2009

### III. TRAVEL

All Travel (Airline tickets, Registration and Hotels)	March 13, 2009
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### IV. SMALL PURCHASE CHARGE CARD

All purchases using the SPCC	March 13, 2009
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**Note:** The last billing cycle for the purchase of items using the small purchase charge card is March 15, 2009. Therefore, no purchases should be made after March 13, 2009 to ensure payment is made during the current fiscal year. Billing cycle may change with the implementation of the new procurement card program by Bank of America provider in late February 2009.

Again, the above cut-off dates are accelerated and based upon the amount of time necessary to process orders, complete the bidding process, if necessary, and to receive and pay for goods and services during the current fiscal year, to include timely payment of the Charge Cards. Strict adherence to this schedule and cooperation from all departments should ensure that all items requisitioned within this fiscal year are purchased, received and paid for by June 30, 2009.

Requisitions received by the Department of Procurement Services after the established cut-off dates will be returned to the requesting department/activity for re-submission on or after July 1, 2009 (next fiscal year).

**Items purchased through grants and other special programs whose fiscal year extends beyond June 30, 2009 are EXEMPT from these cut-off dates.**

Exceptions to the established cut-off dates for emergency purchases may be made by the Director of Procurement Services. In such cases, the requesting department and/or activity should contact the Director of Procurement Services prior to entering a purchase requisition in IFAS and explain the urgency of the procurement and justification for the purchase within the current fiscal year.

All assigned purchasing charge cards (SPCC) will have their spending limits temporarily reduced effective March 16, 2009 and use of a cardholder's charge card for emergency purchases may be granted by the Director of Procurement Services. A charge card normal spending limit will be restored for use after the cardholder provides an explanation of the urgency of the procurement and justification for the purchase within the current fiscal year. **Charge cards used strictly for grants and special programs whose fiscal year extends beyond June 30, 2009 will remain active.**

Procurement transactions that are not completed, received and/or paid for during the current fiscal year may be charged against the requestor's next fiscal year's budget. Should you have questions or need additional information, please contact the Procurement Services Department at 757 823-8053.

Cc: Dr. Carolyn Meyers  
Dr. Y.T. Shah