



MEMORANDUM

TO: LSCPA Campus Community

FROM: Amberr Melo, Executive Director Procurement Services (meloar@lamarpa.edu)

DATE: June 5, 2024

RE: **Procurement Services End of Fiscal Year (FY) 2024 Close Out Deadlines**

Procurement Shared Services has established the following deadlines for processing transactions against current FY24 funds to ensure the college's business is conducted in full compliance with state laws and policies. This also helps establish purchase orders and contracts for the start of FY25. These deadlines are established to enable staff to better manage the increased year-end workload.

FY24 ends August 31, 2024; Banner will close Friday, August 30, 2024. The deadlines provided below will help ensure expenditures made during the fiscal year will be charged appropriately. **Transactions not completed by the respective deadline(s) will be charged to FY25 budgets.**

DEADLINE TO SUBMIT FY24 REQUISITIONS: July 8, 2024

IMPORTANT DATES FOR 2024 YEAR-END:

Friday, June 21 st	Last day to submit requisitions that require a bid (\$15,000+)
Monday, July 1 st	Last day to submit requisitions that include SOFTWARE or HARDWARE for IT Compliance Review
Monday, July 8 th	Last day to submit requisitions in Self-Service Banner (SSB), all dollar amounts
Monday, July 15 th	Last day for all on-line approvals in Self-Service Banner (SSB)
Friday, August 9 th	Invoices for PO's issued must be approved for payment and forwarded to Accounts Payable, any outstanding invoices will be paid against FY25 budget
Monday, August 12 th	Last day for final check cycle and for processing departmental activity until September 3, 2024. Any outstanding encumbrances as of August 31, 2024 must be paid from FY25 budget.
Friday, August 30 th	Banner will be closed for Fiscal Year End
Tuesday, September 3 rd	SSB and Banner reopen for FY25 requisitioning

THERE WILL BE NO EXCEPTIONS TO THESE DEADLINES.

Procurement Services

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DEPARTMENTS ARE RESPONSIBLE FOR THE FOLLOWING:

<p>NO LATER THAN July 1, 2024</p>	<p>Cloud Software Requisitions – IT Accessibility & Security Compliance Review</p> <p>Requisitions received without the required documentation will be returned by IT. Each department must provide the following required documentation from vendors for software review:</p> <ol style="list-style-type: none"> (1) Valid Quote (2) Current Voluntary Product Accessibility Template (VPAT) v2.3 or higher (3) For Cloud-Hosted solutions only, current Educause Higher Education Community Vendor Assessment Toolkit (HECVAT) - Full Version, Excel format only (4) Where applicable, TXRAMP Certification number (TXRAMP certification is required for Cloud Hosted solutions that store, process, or transmit state agency data and should be provided by the Vendor) <p>Please note: Despite submission before deadline, cloud-hosted software or service not TX-RAMP Certified <u>cannot</u> be approved under Texas State Law.</p> <p>Email IT for further assistance.</p>
<p>NO LATER THAN August 1, 2024</p>	<p>Review Open Encumbrances</p> <p>Each department should review their open PO encumbrances in Self Service Banner/Encumbrance Query against their accounts to determine which should be unencumbered.</p> <p>Examples: Open PO where no additional orders will be placed; remaining items on PO cancelled by the Company or not received by the department; invoice received is less than the PO amount and remaining encumbrance needs to be cancelled; etc.</p> <p>If a PO needs to be closed, email purchasing@lamarpa.edu requesting the closure. If bulk closures are needed send a single email with a list of all POs in the body of the email.</p> <p><i>Previous year encumbrances cannot be reopened once the funding year has closed.</i></p>

PLANNING FOR FISCAL YEAR 2025:

*FY25 TRANSACTIONS WILL ONLY BE PROCESSED WHEN THE **FUNDS BECOME AVAILABLE**. IT IS THE DEPARTMENT’S RESPONSIBILITY TO ENSURE 1) FUNDS ARE AVAILABLE BEFORE SUBMITTING THE REQUISITION, 2) THE TRANSACTION IS PERMISSIBLE ON THE FUND TYPE, AND 3) THE BUDGET IS PROPERLY ESTABLISHED IN THE ACCOUNT POOL(S). THIS IS ESPECIALLY IMPORTANT FOR GRANT-FUNDED PURCHASES: 1) ENSURE THE GRANT HAS BEEN FUNDED, 2) FUNDS SHOW IN THE APPLICABLE ACCOUNT, AND 3) THE GRANT IS “CURRENT” OR “ACTIVE”.*

Procurement Services

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