Processing Purchase Requisitions for Encumbrance of 2013-2014 Funds

Effective immediately, departments are authorized to begin encumbering FY2013-2014 funds not to exceed 30% of the FY2012-2013 budgets to allow processing of purchase orders (PB4 or PB7 documents only) for goods and services that must be in place at the beginning of the coming fiscal year.

Requisitions payable from 2013-2014 funds must include the following statement in the description or specification section of the document:

“TO BE DELIVERED AND INVOICED ON OR AFTER SEPTEMBER 1, 2013.”

IMPORTANT: Receipt and payment of goods and services purchased with 2013-2014 funds MAY NOT take place until after September 1, 2013.

OTHER SPECIAL NOTES:

- Requisitions for State Term or TXMAS Contract items (PB7 documents) cannot be encumbered on 2013-2014 funds if the State Term or TXMAS Contract expires on or before August 31, 2013.

- Requisitions for RENEWAL OF MAINTENANCE AGREEMENTS OR RENTAL of currently installed equipment should be processed as soon as possible to insure approval and issuance of a purchase order prior to September 1, 2013. These requisitions must be properly noted “RENEWAL,” reference the CURRENT PURCHASE ORDER NUMBER, and be fully justified as a best value/sole source procurement if applicable.

- Requisitions for all NEW rentals (except contract equipment) and other purchases will be processed in accordance with open market purchasing requirements and the purchase order must be issued prior to the beginning of the rental period. Best Value/sole source justification must be included if applicable.

HOW TO CHANGE THE FISCAL YEAR FOR “PB4” OR “PB7” ELECTRONIC DOCUMENTS:

- In POINT Plus, change the fiscal year field from “12” to “13” on the “New Requisition” screen. Once the “Check funds/calculate total” or “Use these accounts” button has been clicked at the bottom of the page, the “13/14” fiscal year will update. On the “Basic Information” screen, select the PB4 or PB7 purchase requisition option.

- Before approving the document, please check the “Account” information screen to verify that “Fiscal Year 13-14” funds are being encumbered.

Questions concerning the dates or procedures listed above should be directed to the Purchasing Department staff:
Glenda Bennett, ext. 7041
Faye Baxter-Jones, ext. 7231
Cindy Troyer, ext. 7461