Procurement Forum

June 18, 2025

Agenda

Welcome!

Procurement Website – Updates!

- We have an updated version of the Procurement Guideline, Purchasing Guidelines updated.docx
- We have an updated Contract Template and Guidelines, Contract Templates and Guidelines_Final.docx
- https://www.uttyler.edu/offices/procurement-services/

Purchasing Terms and Conditions – New Update

- Please review the University Terms and Conditions, as additional insurance language has been added by Chris Kinsey and Legal.
- While we work on updating the embedded link within the Purchase Order, please include the University's Terms and Conditions with all Purchase Orders until further notice. POTermsConditions v 6.11.25.docx
- The updated Terms and Conditions will be emailed to all end users on this call today.

Procurement Deadlines for Fiscal Year 2025

- https://www.uttyler.edu/offices/procurement-services/files/utt-academic-procurement-deadlines-fy25.pdf
- Please email purchasing@uttyler.edu if you have questions or concerns

Agenda

Continued..

Budget Encumbrances

- To recap from the previous Procurement Forum discussion on encumbrances, Budgets will roll on the actual ledger. This means that any encumbrances remaining as of August 31 will carry forward and be applied against the new FY26 budget starting September 1. Department leadership should ensure that all encumbered and pending expenses are accounted for when planning for the new fiscal year.

- We will ask John Sprenkle and Stephen Botha to join our next Procurement Forum to discuss further if there are additional questions.

PO Cleanup - June

- The PO Cleanup spreadsheet was emailed on June 6, 2025. Please review the department's open encumbrances to determine if any are no longer needed and can be closed.

- The next PO Cleanup spreadsheet will be emailed in the first week of July.

Let's Not Forget

- **PROCUREMENT DEADLINES FOR FISCAL YEAR 2025**
  - The updated form is posted on the Procurement Service's website
  - https://www.uttyler.edu/offices/procurement-services/files/utt-academic-procurement-deadlines-fy25.pdf
  - Last Day to enter Requisitions in PeopleSoft will be **AUGUST 11, 2025**

- **Next Procurement Forum**
  - Wednesday, July 16, 2025, 10:00 AM – 11:00 AM

- **Campus-Wide Pre-AFR Close Meeting**
  - Thursday, July 3, 2025, 10:00 AM – 10:30 AM

Q & A

If you have any questions or concerns, don't hesitate to email
purchasing@uttyler.edu

Thank you for attending the Procurement Forum!