

At-A-Glance 17/18 Fiscal Year Closing Deadline Calendar

Important 17/18 fiscal year deadlines for PALCard Purchases, PALCard Reconciliation (PCDO), Requisitions, Purchase Orders, and Purchase Order Amends.

Note: Due to the roll out of Uniform Guidance starting July 1, 2018, there will be additional requirements that need to be considered when making any purchases that involve Federal Funds. Details of the requirements will be communicated at a later date. Please contact Procurement Services (949-824-4040) if you need to submit requisition for FY 2018/19 that involves Federal Funds.

MAY

17	<ul style="list-style-type: none"> 2018-19 Fiscal Year appears in drop-down box on KFS Requisition and PO. (Use for Recurring PO or Contracts that start after July 1).
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JUNE

1	<ul style="list-style-type: none"> Last recommended day to submit a High Value or Contract Requisition to ensure Procurement Services has sufficient processing and lead time to post in FY 2017/18. Last recommended day to request Procurement Services to process a POA for High Value, Contract, or Recurring Payment POs. Comply with this deadline to ensure Procurement Services has sufficient processing and lead time to post in FY 2017/18. Last recommended day for generating UCIBuy Catalog Requisitions exceeding the APO limit (\$5000), or containing any potential restricted item(s), as approvals will be subject to High Value PO lead times as determined by Procurement Services. Please call Procurement Services for time-sensitive transactions (949-824-4040).
19	<ul style="list-style-type: none"> The last recommended day for PALCard purchases to ensure the vendor/bank submits the charge by June 30. Please contact PALCard Administration for questions – PALCard@uci.edu
22	<ul style="list-style-type: none"> Last day for appropriate Procurement Services Contract Manager/Contract Analyst to close fulfilled POs (no remaining payments, goods or services) or RPOs with remaining balances to release funds. Comply with this deadline to ensure Procurement Services has sufficient processing and lead time to post in FY 2017/18.
28	<ul style="list-style-type: none"> Last day for in-store PALCard purchases to ensure vendor/bank submits the charge by June 30. Please contact PALCard Administration for questions – PALCard@uci.edu
29	<ul style="list-style-type: none"> Last day to approve and encumber funds for Low Value POs for FY 2017/18. Last day to finalize any POAs for Low Value POs or APOs (through UCIBuy). Last day for Contract Managers to close fulfilled Low Value POs (no remaining payments, goods, or services) with remaining balance to release encumbered funds.

JULY

01	<ul style="list-style-type: none"> PALCard purchases made on or after this date affect FY 2018/19 funds and will not appear in KFS until after FY 2017/18 - Period 12 Closes.
03	<ul style="list-style-type: none"> Last FY 2017/18 PCDO Created date.
11	<ul style="list-style-type: none"> Last day to approve PCDOs. All Unapproved PCDOs will auto-send after 8 p.m., regardless of date created.