CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

NORTHERN ARIZONA UNIVERSITY	POLICY PUR 301-10
	Section: Orders and Requisitions
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	Responsible office: Purchasing
	Origination date: 07/01/1996
Subject: Year End Order Processing	Effective date: 07/01/1996
Source: University policy	Revision date:

PURPOSE

To allow sufficient time to follow prescribed procurement procedures at year end

POLICY

PUR 301-10-01: Year End Process

Expenditures should be made in the fiscal year in which funds are budgeted. Rush expenditures near the fiscal year-end, June 30, are discouraged. Procurements must comply with established procurement procedures.

Goods and services for sponsored projects should be ordered in sufficient time for Contracting and Purchasing Services to follow the proper procurement procedures and secure delivery before the project expiration date.

PUR 301-10-02: Timing for Submitting Orders

The Assistant Comptroller's office will publish the date by which procurement documents will be allowed each fiscal year. Requisitions placed after the published date will require additional approvals.

CROSS REFERENCE

PUR 205-00 Prohibited Purchases

PUR 301-09 Requisition Documents

PUR 303-00 Competitive Bidding (Complete Section)

PUR 600-01 Reporting Receipt of Order