


## CONTRACTING AND PURCHASING SERVICES POLICY MANUAL

 <b>NORTHERN ARIZONA UNIVERSITY</b>	<b>POLICY PUR 301-10</b>
	Section: Orders and Requisitions
	Page 1 of 1
	Responsible office: Purchasing
	Origination date: 07/01/1996
<b>Subject: Year End Order Processing</b>	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