

Date: February 10, 2009

To: Deans, Directors, Division Business Representatives, Department Chairpersons, and
Department Contacts
(For distribution to those involved in preparing requisitions and processing financial transactions)

From: Al Benzschawel, Director of Accounting Services
Mike Hardiman, Director of Purchasing Services

Subject: Deadline dates for FY 2009 transactions and encumbrance dates for FY 2010 requisitions

Below you will find instructions that will assist your staff in processing FY 2009 requisitions and transactions and also advise them of encumbrance dates for FY 2010 requisitions.

FY 2009 Requisition Deadlines

All FY 2009 requisitions must arrive at Purchasing Services by 12:00 PM on the date indicated in the [timetable](#) in order to guarantee processing before year-end. Please consider the time needed for Department and Dean/Director approval, and campus mail delivery in order to meet these deadlines.

NOTE: All external goods or services ordered after May 29, but expected to be invoiced by June 25 and received by June 30, must be encumbered or charged to the current fiscal year. All other orders after May 29 expected to be received after June 30 must be charged to the new fiscal year.

FY 2010 External Requisition Encumbrance Dates

Beginning April 6, 2009, FY 2010 external requisitions may be created in the external Requisition Generator in MyUW, approved by the Dean's Office and submitted to Purchasing Services (21 N. Park St. Suite 6101) for processing. Prior to April 6, 2009, your FY 2010 funding will not validate in the External Requisition Generator in MyUW. Encumbrances will not begin to occur and be available in WISDM until sometime after July 2, 2009 when posted to SFS. FY 2010 purchase orders including maintenance agreements, lease purchases, and rentals will be mailed as they are processed. Department phone-in authority for FY 2010 best judgment orders (less than \$5,000) may not be used for materials or services which will be received or invoiced before July 1, 2009.

FY 2010 Summer Session Dates

Summer Session requisitions will follow the guidelines for normal fiscal year separation of transactions, meaning that items expected to be received by June 30, 2009, should be processed as FY2009 requisitions and items expected to be received July 1, 2009, or later should be processed as FY 2010.

Deadline Dates for Processing FY 2009 Transactions

Be advised that transactions received by the dates stated on the timetable could be returned to you if there are problems or questions (i.e. insufficient information, inappropriate or invalid purchase order numbers, items on an invoice not on the purchase order, etc.). Payment will be processed when the transaction is problem-free (most likely in FY 2010).

Transactions received after these dates will be processed on a first-come/first-served basis. Charges will be applied to the funds in the fiscal year in which they are processed.

If you have any questions, call [Veronica Olson](#) 262-9460 (internal invoices, internal work orders, and payment transfer requests), [Jan Richardson](#) (TERs) at 262-5656, or [Vera Laufenberg](#) (external invoices, direct payment billings, employee reimbursements, and PIRs) at 262-0525.

Please share this information with all appropriate staff. This memo, along with the attached table, is also available on the [Business Services Homepage](#) under [Accounting Services](#) at <http://www.bussvc.wisc.edu/acct/ddtime.html>.

xc: Travel Contacts, FMM, DBR
Delegated Agents
Donald L. Miner, Business Services
Mike Marean, Materials Distribution Services

[Timetable for Processing Transactions](#)