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*Many Traditions One Alaska*

MEMORANDUM

TO: All UAA, UAF and SW Departments

FROM: John Hebard, Chief Procurement Officer

DocuSigned by:  
*John Hebard*  
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DATE: March 31, 2023

SUBJECT: FY23 Purchase Requisition Cut-Off Dates Fund 1 ONLY, AND New Procedure for Subawards at UAF

**RESTRICTED FUNDS NOTE:** Restricted funds (Fund 3 at UAF/SW Fund 2 at UAA) do not lapse. However, the following dates should be observed as closely as possible to ensure adequate processing time during this busy season.

Fiscal year-end is fast approaching and the Procurement workloads will be at their heaviest as University departments rush to finish their FY23 purchases. Your assistance can help us handle the large purchase volume by starting now to schedule and plan your allowable year-end purchases. The following schedule shows the deadlines for final requisition submittals. Meeting these dates will help us meet everyone's needs.

Along with submitting your year-end requisitions as quickly as possible, providing a complete package of supporting backup to [ua-pcs-backup@alaska.edu](mailto:ua-pcs-backup@alaska.edu), with the requisition number as the subject line, will speed procurement processing. Please ensure that quotes, sole source documentation if the purchase is over \$10,000, W-9s for new vendors, and Independent Contractor Status Determination Forms for sole proprietor service providers are provided quickly. This allows your Contracting Officer to immediately begin processing your purchase or preparing your solicitation rather than going back and forth with users and vendors to collect required information. The most current form versions (many have been updated for ease of use) can be downloaded at <https://www.alaska.edu/procurement/forms.php>.

Another way you can help is by making any allowable purchases with your ProCard, or by using BPO's when the ProCard can't be used.

**DO YOU HAVE ITEMS OR SERVICES REQUIRING BIDS OR QUOTES?**

Is there a purchase that you want to make if the funds become available? Remember, if necessary, we can begin the bid or quote process for you even if you don't have the funds yet. Requisitions can be entered for \$1 to start the competition process. Award can be made contingent on the receipt of funding. If you wait to enter a requisition until you receive the money, it may be too late to execute a solicitation properly.

**FUTURE YEAR ENTRY**

FY24 PR's may be entered into Banner by following the same instructions as in previous years. We will send these instructions and post them on our website when they are available from SO Financial Systems.

It is anticipated that FY24 PR entry should be available by mid-May.

## NEW SUBAWARD PROCESSING PROCEDURES (UAF ONLY)

The processing of subawards, including new subs, modification to subs, and close out/release of claims is being transitioned from Procurement & Contract Services (P&CS) to UAF Office of Grants and Contract Administration (OGCA). This change is being made to eliminate some of the back and forth routing that tends to slow the process, and align our subaward processing procedures with those of other research institutions. Currently, requests for subs, mods and close outs are being sent to P&CS, then forwarded to OGCA Subaward Analysts for training and processing. **Beginning May 15, 2023** requests for new subs, modification to existing subs, and closeout/release of claims shall be submitted directly by the department to OGCA. OGCA Subaward Analysts will then issue the new sub, modification or release of claims to the subrecipient. The new detailed procedure will be provided before May 15, 2023 including an updated email address for subaward backup only.

**PLEASE SHARE THIS NOTICE WITH YOUR STAFF AND FACULTY.**

## DEADLINES FOR FY23 PURCHASE REQUISITIONS

**NOTE:** This year June 30th falls on a Friday. Therefore, the last business day to submit purchases orders to Procurement is Friday, June 23, 2023. Purchase orders submitted after June 23 will be processed on an emergency basis only.

**RESTRICTED FUNDS:** Restricted funds (Fund 3 at UAF/SW Fund 2 at UAA) do not lapse. Restricted funds may be entered as normal through June 30, 2023. Give yourself, and us, extra time to process these purchases during the year-end rush. Observing deadlines, submitting PR's early, and providing good delivery date information is strongly advised. These PR's must compete for processing time with the expiring Fund 1 requests and we want to avoid delays. If you have a restricted fund purchase that must be made before June 30, 2023, either for timely delivery or expiration of the funding, please note it on the requisition. If the purchase can be made after June 30, 2023 please enter the requisition using FY24 funding.

TYPE OF PURCHASE	REQUISITION & BACKUP DUE
<b>Purchases requiring sealed bids or proposals:</b> Aggregate total of like items over \$100,000, including requests for purchases subject to availability of funding over \$100,000	<b>APRIL 17, 2023</b>
<b>Purchase requiring quotations:</b> Aggregate total of like items over \$10,000 and less than \$100,000, including requests for purchases subject to the availability of funding.	<b>MAY 1, 2023</b>
<b>All purchases including those under \$10,000:</b> Do not artificially divide requirements. Due also are single source purchases, all purchases contingent on funding, purchases exempt from competition and purchases for items on contract such as computers, systems, furniture, and copiers, etc.	<b>MAY 26, 2023</b>
<b>CHANGE ORDERS (INCREASES and DECREASES):</b> Change orders to increase a PO to cover anticipated or actual expenses must be requested by this date. If a change order is required to reduce funds on a PO in order to make those funds available for another purchase, please remember to observe the appropriate cut-off date(s) for those additional purchases. For change order processing, please contact the Contracting Officer who issued the original PO.	<b>MAY 31, 2023</b>
<b>CALL NUMBERS:</b> All Banner entry must be completed and the order placed by 5:00 PM. <b>NOTE:</b> Uncompleted Call Numbers will be deleted on June 30.	<b>JUNE 30, 2023</b>

**CAUTION:** Is your PR in NSF status? This means that it hasn't been budget authorized and the requisition will not be completed in Banner. Incomplete requisitions do not print in Procurement so we will not know that it needs to be processed. Please contact your NSF authority for a budget revision or NSF override and send your PR backup immediately by email to [ua-pcs-backup@alaska.edu](mailto:ua-pcs-backup@alaska.edu). The order cannot be processed without it.

**PROCARD CHARGES:** ProCard purchases that post to PaymentNet by June 30, 2023, will be charged to FY23. ProCard purchases that post to PaymentNet after July 1, 2023, will be charged against FY24 funds. Due to electronic routing issues, there is no guarantee that procurement card purchases in late June will be expensed against FY23 funds.

**PROCUREMENT OFFICE SHUT DOWN FOR YEAR-END PROCESSING.** Banner will be up for other work; however, PRs will not be accepted by Procurement & Contract Services after **4:00 PM, Friday June 23, 2023. The last business day for Procurement will be Friday June 30, 2023.**