

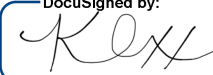


UNIVERSITY  
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Procurement & Contract Services  
P.O. Box 757940  
Fairbanks, AK 99775  
[www.alaska.edu/procurement](http://www.alaska.edu/procurement)  
[ua-pcs-main@alaska.edu](mailto:ua-pcs-main@alaska.edu)  
(907) 474-7315

**To:** All UAA, UAF and System Office Departments

**From:** Kara Axx, Chief Procurement Officer

DocuSigned by:  
  
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**Date:** April 15, 2024

**Subject:** FY24 Requisition Cut-Off Dates

As the fiscal year-end approaches, we anticipate a significant increase in procurement activities. To manage this efficiently and ensure timely processing of your requests, we encourage you to begin scheduling and planning FY24 year-end Fund 1 purchases and change order requests now. Adhering to the provided requisition submission deadlines will ensure we can accommodate everyone's needs.

To expedite the procurement process please submit year-end requisitions promptly, along with a complete set of supporting documents, to [ua-pcs-backup@alaska.edu](mailto:ua-pcs-backup@alaska.edu), indicating the requisition number in the subject line. Don't forget to include W-9 forms for new vendors, Independent Contractor Status Determination Forms and for purchases exceeding \$10,000, include quotes, sole source justifications, RSFs, etc. Prompt submission of these documents will enable your Contracting Officer to process your requests without delay. Updated forms are available at the University of Alaska's [procurement forms page](#).

If the request will require bids or quotes for items or services, we can initiate the process even before funding is secured. Start by entering a \$1 requisition to begin the competition process, with awards contingent on funding availability. Delaying requisition entry until funds are received may hinder proper solicitation execution.

**Restricted Funds Notice:** For UAF (Fund 3) and UAA (Fund 2), fund expiration is not dependent on the fiscal year ending on June 30th. However due to the high volume of expiring state funds during this time, please adhere to deadlines outlined below and submit purchase requisitions early. If a restricted fund purchase needs to be completed by June 30, 2024, for timely delivery or due to funding expiration, indicate this in requisition document text. If the request does not need to be processed by June 30, 2024, please use the FY25 requisition entry procedure.

#### DEADLINES FOR FY24 PURCHASE REQUISITIONS

**NOTE:** This year June 30th is a Sunday, so the final day for submitting requisitions or change order requests is **Friday, June 21, 2024**. Any submissions after this date will be considered on an emergency basis as time permits.





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TYPE OF PURCHASE	REQUISITION & BACKUP DUE
<p><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</p>	<p><b>APRIL 19, 2024</b></p>
<p><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.</p>	<p><b>MAY 6, 2024</b></p>
<p><b>All other purchases:</b> Single source purchases, purchases exempt from competition and purchases for items on contract such as computers, systems, furniture, and copiers, etc.</p>	<p><b>May 24, 2024</b></p>
<p><b>Purchases under \$10,000:</b> Do not artificially divide requirements to avoid competitive thresholds.</p>	<p><b>MAY 31, 2024</b></p>
<p><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 or <a href="mailto:ua-pcs-main@alaska.edu">ua-pcs-main@alaska.edu</a>.</p>	<p><b>MAY 31, 2024</b></p>
<p><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 28.</p>	<p><b>JUNE 28, 2024</b></p>



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**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, 2024, will be charged to FY24. ProCard purchases that post to PaymentNet after July 1, 2024, will be charged against FY25 funds. Due to electronic routing issues, there is no guarantee that procurement card purchases in late June will be expensed against FY24 funds.

**PROCUREMENT OFFICE SHUT DOWN FOR YEAR-END PROCESSING.** Banner will be up for other work; however, requisitions will not be accepted by Procurement & Contract Services after **4:00 PM, Friday June 21, 2024. The last business day for Procurement will be Friday June 28, 2024.**