

## Finance & Administrati on Procurement Services

Date: February27,2023

To: Chancellors, Vice Chancellors, Vice Presidents, Deans, Executive Directors, Directors, Department Heads, Chairs a

Delegated ProcuremeAuthorities

From: Michele M. Montero Assistant Vice President Procurement & Property Managero Procurement

Purpose: FY2023Deadlines-Fiscal Year End

Applicability: All purchases to be paid wiffny23 funds

This memorandum outlines Y23 deadlines for the submittal of requisitions in Workday. These deadlines stablished to promote the timely processing and receipt of goods and services. Based of the Submem Services requirements deadlines apply to all purchase be paid with FY2 state funds as well as any sponsored program, restricted auxiliary, or other accounts/funds expiring June 302023.

Goods and services mulse received and/or rendered Forjiday, June 30. Departments must aggressively track their \$1\text{pr}2\text{rchasing} transactions and perform timely followp. pppprss 2.53(23)71642012(2str)11(6)4(2)(v)98(Timely)891(iii)-(process)6.2 (ur)1.6 (c)1.8-9>0u9)6.9[p3&1