

MEMORANDUM

To: Principal Investigators and Requisition Preparers
From: Council of Principal Investigators and Business Affairs
Subject: Guidelines for Managing Fiscal-Year-End (FYE) Purchasing Restrictions
Date: 17 May 2019

In June of each year, UT Health San Antonio Business Affairs issues a “Business Affairs Bulletin” to announce the many transaction-processing deadlines that are necessary for a smooth transition in the PeopleSoft financial database from the old fiscal year to the next. Although the bulletin covers a wide range of transactions, the deadlines and recommendations that are pertinent for most researchers may not be obvious or understandable. The CPI, in partnership with Business Affairs, has prepared this document to clarify those matters of particular relevance to investigators. The complete Bulletin should be consulted for more in-depth explanations, not only for purchase requisitions, but also other financial transactions.

Most extramural grants do not have start and end dates that correspond to the institutional fiscal year; consequently, the September 1st transition date has no direct association with the life of most grants. Because of this misalignment, the FYE restrictions on purchase orders lead to predictable interruptions in financial transaction processing that affect the entire university, including laboratory operations. Nevertheless, these measures are required to handle purchase order “rollover”,¹ a process needed to reconcile outstanding purchase orders and prevent breaks in procurement and general ledger transaction processing.

This memo presents a set of guidelines relevant to the research enterprise, uncluttered with dates and issues extraneous to the concerns of researchers, to help investigators manage fiscal year end deadlines and minimize the risk of being unable to procure essential research supplies, tools, equipment or animals due to year-end purchasing constraints.

The following points highlight the important dates for submitting purchase orders at the end of the fiscal year, and the procedures for mitigating the impact of the FYE financial restrictions:

- Requisitions totaling \$50,000 or more, requiring competitive bids, must be submitted by early July (exact dates for this requirement and those listed below will be given in the annual bulletin issued by Business Affairs).
- Requisitions totaling at least \$15,000 (\$5,000 for purchases charged to federal grants), but less than \$50,000, must be submitted by mid-July.
- Requisitions totaling less than \$15,000 (\$5,000 charged to federal grants) must be submitted by mid-August.

¹ For example, a P.O. can exist for 2 years, but not 3 years. These open P.O.s must be checked and continued or expired as necessary to close out accounting ledgers.

- If exceptional handling is required for orders needing prompt dispatch to prevent disruption of a research program, the following options are recommended:
 - Use Jaggaer (Direct Connect) orders up until noon on 31 August (a complete list of current Jaggaer suppliers is provided below). Investigators are encouraged to have their requisition preparers suggest preferred or frequently used suppliers for addition to the Direct Connect service. **Recommendations for additional Direct Connect suppliers should be emailed to purchadmin@uthscsa.edu.**
 - Use a ProCard for purchases, if the supplier is not a Jaggaer Direct Connect supplier.
 - Place routine orders earlier rather than later near fiscal year end to alleviate emergency needs as much as possible. Remember that grant years typically do not correspond to the fiscal year - **Plan Ahead!**
 - Submit Urgent requisitions for exceptional handling following the usual FYE process on PeopleSoft. See the screenshot below showing how to set the Priority status to “High” to flag an urgent requisition. In addition, email both Eric Walls and Christelle Farias in Purchasing (contact information below) to request an exception to the fiscal year-end processing deadline. Include the requisition number and the reason for the exception request in the email.
 - Animal purchases for research are anticipated to require urgent processing.

The screenshot shows the Oracle eProcurement Requisition form. The 'Priority' dropdown menu is open, showing options: High, Medium, and Low. A red arrow points to the 'High' option, which is highlighted. The form includes fields for Requester (MENDEZR2), Requisition Name, Origin (ONL), *Requisition Type (BASIC REQUISITION), Travel Type, Protocol Number, PI, *Supplier ID, *Project, *Ship To, *Fiscal Year (2019), *Due Date, and a Contact Information section with fields for *Cntct Name, *Cntct Phone, *Cntct Email, *Deliver To, and *Deliver Name. A 'Continue' button is at the bottom.

Contact Information for Urgent Purchases

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List of Jaggaer Direct Connect Suppliers

Supplier	Products/Services
Abcam, PLC "New"	Specialty reagents and antibodies
Bio-Rad Life Sciences "New"	Sciences research and clinical diagnostic products
B&H Photo "New"	Audio, visual and photography products
Cell Signaling Technology, Inc.	Antibodies, ELISA kits, ChIP kits, proteomics
EMD Millipore	Scientific supplies and equipment
Eppendorf	Scientific supplies and equipment
Fisher Scientific (Possible Missions, Inc. - HUB)	Scientific supplies and equipment
Grainger (Burgoon Company - HUB)	Maintenance, repair and operational supplies
Henry Schein	Dental equipment and supplies
McKesson Corp	Medical supplies
New England Biolabs, Inc. "New"	Molecular biology kits and reagents
Qiagen	Molecular samples and assays
Santa Cruz Biotechnology "New"	Specialty reagents and antibodies
SHI Government Solutions, Inc. - HUB	Technology equipment and supplies
Sigma-Aldrich, Inc.	Scientific supplies and equipment
Summus Industries, Inc. - HUB	Scientific supplies and equipment
Today's Business Solutions - HUB	Office supplies

Note: requests to add suppliers to the Direct Connect list should be emailed to purchadmin@uthscsa.edu