

University of California Santa Cruz ~ PROCUREMENT SERVICES OFFICE ~ Fiscal Close Schedule 2022-23

2023 Due Date		Unit or System	Event
Week of 5/28/23			
6/1 - TH	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY24 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY24 and select "Yes" in the Special Handling field. ~ Restrictions: Limited to requests where a long lead-time is needed to secure goods or services, or for blanket orders covering FY24 (Note: Requests for blanket orders will be reviewed and Procurement Services will determine if a blanket order is the best method for requested commodities). ++ Do not use this method for ordering supplies typically delivered the next day e.g., office supplies, lab supplies, etc.
6/1 - TH	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY23 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY23 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/23 and include all necessary supporting documentation for order processing. Requisitions missing the necessary supporting documentation will be accommodated as exceptions and processed only if workload allows. ~ Restrictions: None.
Week of 6/4/23			
6/7 - WE	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY23 orders/change orders less than \$5,000 requiring Procurement Services or other organizations to review and approve the request. ~ Instructions: Review order workflow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/7/23. Order types impacted by this deadline are: . Blanket and Change Order Requests . Services Requests . Food and Entertainment Requests . Hazardous Materials and Chemical/Biological Reagents Requests . Any Request Form found in the Misc. and Restricted Purchases folder in CruzBuy ~ Restrictions: None
6/7 - WE	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY23 orders/change orders within the \$5,000 to \$25,000 range. ~ Instructions: Review order workflow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/7/23. ~ Restrictions: None
Week of 6/25/23			
6/30 - FR	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY23 orders less than \$5,000 *not* requiring Procurement Services review or special handling. ~ Instructions: Review order workflow and request PI/Other Approvers & Budget Approvers and F&E Approvers review and approve orders before 5pm 6/30/23.
7/1 - SA	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY24, unless special handling is requested. See next line item for requesting FY23 orders.
7/1 - SA	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY23. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY23 and select "Yes" in the Special Handling field on the requisition. ~ Restrictions: . This method must be limited to requests where there is a significant budget impact. . Orders must be between \$10,000 and \$99,999.99. Orders valued less than \$10,000 will be processed in FY24. Orders \$100,000 and over might require a request for proposal (RFP).

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2023 Due Date		Unit or System	Event
Week of 7/9/23			
7/10 - MO	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY23. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY23 and select "Yes" in the Special Handling field on the requisition. ~ Restrictions: + This method must be limited to requests where there is a significant budget impact. + Orders must be between \$10,000 and \$99,999.99. Orders valued less than \$10,000 will be processed in FY24.
7/11 - TU	5pm	FIS/ AP	Last day to request Receivers for goods/services received on or before 6/30. Receivers must have a transaction date of 6/30 to pay invoices for FY23.
7/12 - WE	5 pm	FIS/ AP	Last day to enter/complete Receivers for goods/services received on or before 6/30. Receivers must have a transaction date of 6/30 to pay invoices for FY23.
7/12 - WE	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY23 FIS Change Orders for pending FY23 payments.
7/14 - FR	noon	Procurement Services	Last day for Procurement Services to complete and approve FY23 FIS POs. Payments against these orders will be posted in FY24.
7/14 - FR	6 pm	CruzBuy	** CruzBuy will be unavailable to all users due to upgrade. Orders cannot be submitted until after upgrade is complete, Sunday 7/16 at noon. **
7/14 - FR	6:30 pm	FIS	**** FIS will be unavailable until Sunday 7/16 ****
Week of 7/16/23			
7/17 - MO	7 am	Procurement Services	First day to enter FY24 Change Orders for FY23 rolled Purchase Orders.
Week of 7/30/23			
8/3 - TH	7 am	FIS	**** FIS will be unavailable today ****
8/3 - TH	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Friday 8/4 **