

University of California Santa Cruz ~ PROCUREMENT SERVICES OFFICE ~ Fiscal Close Schedule 2023-24

2024 Due Date		Unit or System	Event
Week of 5/26/24			
6/1 - SA	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY25 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY25 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 FY25 (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.
Week of 6/2/24			
6/3 - MO	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY24 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY24 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 5/31/24 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.
6/7 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY24 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 6/7/24. 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 - FR	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY24 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 6/7/24. ~ Restrictions: None
Week of 6/23/24			
6/28 - FR	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY24 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 6/28/24.
Week of 6/30/24			
7/1 - MO	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY25, unless special handling is requested. See next line item for requesting FY24 orders.
7/1 - MO	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY24. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY24 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 FY25. Orders \$100,000 and over might require a request for proposal (RFP).
7/3 - WE	5 pm	CruzFly	Last day for departmental approval for FY24 CruzFly reimbursements (travel, entertainment). Expense reports approved after 7/3 may post to FY25.

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2024 Due Date		Unit or System	Event
Week of 7/7/24			
7/8 - MO	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY24. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY24 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 FY25.
7/9 - 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 FY24.
7/10 - 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 FY24.
7/10 - WE	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY24 FIS Change Orders for pending FY24 payments.
7/12 - FR	noon	Procurement Services	Last day for Procurement Services to complete and approve FY24 FIS POs. Payments against these orders will be posted in FY25.
7/13 - SA	7 am	CruzBuy	** CruzBuy will be unavailable to all users due to upgrade and Fiscal Close processing. Orders cannot be submitted until after upgrade is complete, Sunday 7/14 at noon. **
7/13 - SA	7 am	FIS	**** FIS will be unavailable today ****
Week of 7/14/24			
7/15 - MO	7 am	Procurement Services	First day to enter FY25 Change Orders for FY24 rolled Purchase Orders.
Week of 7/28/24			
8/3 - SA	7 am	FIS	**** FIS will be unavailable today ****
8/3 - SA	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Sunday 8/4 **