

University of California Santa Cruz ~ PROCUREMENT SERVICES OFFICE ~ Fiscal Close Schedule 2016-17

2017 Due Date		Unit or System	Event
Week of 5/28/2017			
6/1 - TH	7 am	CruzBuy	<p>First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY18 funds must be used.</p> <p>~ How To: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY18 and select "Yes" in the Special Handling field.</p> <p>~ Restrictions: Limited to requests where a long lead-time is needed to secure goods or services, or for blanket orders covering FY18 (Note: Requests for blanket orders will be reviewed and Procurement Services will determine if a blanket order is the best method for requested commodities).</p> <p>++ Do not use this method for ordering supplies typically delivered the next day e.g., office supplies, lab supplies, etc.</p>
6/1 - TH	5 pm	CruzBuy	<p>Last day to receive CruzBuy org approval for FY17 orders greater than \$25,000.</p> <p>~ How To: CruzBuy requisitions for FY17 exceeding \$25,000 must be submitted and pass budget by 5pm 6/1/17 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.</p> <p>~ Restrictions: None.</p>
Week of 6/4/2017			
6/9 - FR	5 pm	CruzBuy	<p>Last day to receive org approval in CruzBuy for FY17 orders less than \$5,000 requiring Procurement Services or other organizations to review and approve the request.</p> <p>~ How To: Review order workflow and request PI/Other approvers & Budget approvers review and approve orders before 5pm on 6/9/17. Order types impacted by this deadline are:</p> <ul style="list-style-type: none"> . 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 <p>~ Restrictions: None</p>
6/9 - FR	5 pm	CruzBuy	<p>Last day to receive org approval in CruzBuy for FY17 orders within the \$5,000 to \$25,000 range.</p> <p>~ How to: Review order work flow and request PI/Other approvers & Budget approvers review and approve orders before 5pm on 6/9/17.</p> <p>~ Restrictions: None</p>
Week of 6/25/2017			
6/30 - FR	5 pm	CruzBuy	<p>Last day to receive org approval in CruzBuy for FY17 orders less than \$5,000 *not* requiring Procurement Services review or special handling.</p> <p>~ How to: Review order work flow and request PI/Other approvers & Budget approvers review and approve orders before 5pm 6/30/17.</p>

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2017 Due Date		Unit or System	Event
Week of 6/25/2017 - continued			
7/1 - SA	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY18, unless special handling is requested. See next line item for requesting FY17 orders.
7/1 - SA	7 am	CruzBuy	First day to request special circumstance orders to be back-dated to FY17. These requests will be accommodated as workload allows. ~ How to: In the CruzBuy Internal Notes field indicate order is to be processed in FY17 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 FY18. Orders \$100,000 and over require a request for proposal (RFP).
Week of 7/9/2017			
7/11 - TU	5 pm	CruzBuy	Last day to request special circumstance orders to be processed for FY17. ~ How to: In the CruzBuy Internal Notes field indicate order is to be processed in FY17 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 FY18.
7/12 - WE	noon	Procurement Services	Last day for Procurement Services to complete and approve FY17 FIS Banner Change Orders for pending FY17 payments.
7/13 - TH	noon	Procurement Services/FAST	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 FY17.
7/14 - FR	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY17 FIS Banner PO's. Payments against these orders will be posted in FY18.
7/15 - SA	7 am	FIS	**** FIS BANNER will be unavailable today ****
7/15 - SA	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Sunday 7/16 **
Week of 7/16/2017			
7/17 - MO	7 am	Procurement Services	First day to enter FY18 Change Orders for FY17 rolled Purchase Orders.
Week of 7/30/2017			
8/1 - TU	7am	FIS	**** FIS Banner will be unavailable today ****
8/1 - TU	7am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Wednesday 8/2 **