

**University of California Santa Cruz ~ PROCUREMENT SERVICES OFFICE ~ Fiscal Close Schedule 2017-18**

2018 Due Date		Unit or System	Event
<b>Week of 5/27/2018</b>			
6/1 - FR	7 am	CruzBuy	<p>First day to generate requisitions for goods &amp; services to be received on or after July 1 *and* where FY19 funds must be used.</p> <p>~ How To: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY19 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 FY19 (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 - FR	5 pm	CruzBuy	<p>Last day to receive CruzBuy org approval for FY18 orders greater than \$25,000.</p> <p>~ How To: CruzBuy requisitions for FY18 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/18 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>
<b>Week of 6/3/2018</b>			
6/8 - FR	5 pm	CruzBuy	<p>Last day to receive unit approval in CruzBuy for FY18 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 and/or F&amp;E Approvers review and approve orders before 5pm on 6/8/18. Order types impacted by this deadline are:</p> <ul style="list-style-type: none"> <li>. Blanket and Change Order Requests</li> <li>. Services Requests</li> <li>. Food and Entertainment Requests</li> <li>. Hazardous Materials and Chemical/Biological Reagents Requests</li> <li>. Any Request Form found in the Misc. and Restricted Purchases folder in CruzBuy</li> </ul> <p>~ Restrictions: None</p>
6/8 - FR	5 pm	CruzBuy	<p>Last day to receive unit approval in CruzBuy for FY18 orders within the \$5,000 to \$25,000 range.</p> <p>~ How to: Review order work flow and request PI/Other Approvers, Budget Approvers and/or F&amp;E Approvers review and approve orders before 5pm on 6/8/18.</p> <p>~ Restrictions: None</p>
<b>Week of 6/24/2018</b>			
6/29 - FR	5 pm	CruzBuy	<p>Last day to receive org approval in CruzBuy for FY18 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 &amp; Budget approvers and F&amp;E Approvers review and approve orders before 5pm 6/29/18.</p>
<b>Week of 7/1/2018</b>			
7/1 - SU	7 am	CruzBuy	<p>Beginning today, CruzBuy orders will post to FY19, unless special handling is requested. See next line item for requesting FY18 orders.</p>

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7/1 - SU	7 am	CruzBuy	First day to request special circumstance orders to be back-dated to FY18. These requests will be accommodated as workload allows. ~ How to: In the CruzBuy Internal Notes field indicate order is to be processed in FY18 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 FY19. Orders \$100,000 and over require a request for proposal (RFP).
<b>Week of 7/8/2018</b>			
7/10 - TU	5 pm	CruzBuy	Last day to request special circumstance orders to be processed for FY18. ~ How to: In the CruzBuy Internal Notes field indicate order is to be processed in FY18 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 FY19.
7/11 - WE	noon	Procurement Services	Last day for Procurement Services to complete and approve FY18 FIS Banner Change Orders for pending FY18 payments.
7/12 - 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 FY18.
7/13 - FR	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY18 FIS Banner PO's. Payments against these orders will be posted in FY19.
7/14 - SA	7 am	FIS	<b>**** FIS BANNER will be unavailable today ****</b>
7/14 - SA	7 am	CruzBuy	<b>** CruzBuy will be available but orders submitted today will not be processed until Sunday 7/15 **</b>
<b>Week of 7/15/2018</b>			
7/16 - MO	7 am	Procurement Services	First day to enter FY19 Change Orders for FY18 rolled Purchase Orders.
<b>Week of 7/29/2018</b>			
8/4 - SA	7am	FIS	<b>**** FIS Banner will be unavailable today ****</b>
8/4 - SA	7am	CruzBuy	<b>** CruzBuy will be available but orders submitted today will not be processed until Sunday 8/5 **</b>