

**University of California Santa Cruz ~ PROCUREMENT SERVICES OFFICE ~ Fiscal Close Schedule 2020-21**

2021 Due Date		Unit or System	Event
<b>Week of 5/30/2021</b>			
6/1 - TU	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY22 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY22 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 FY22 (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 - TU	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY21 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY21 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/21 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.
<b>Week of 6/6/2021</b>			
6/7 - MO	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY21 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 6/7/21. 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 - MO	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY21 orders/change orders within the \$5,000 to \$25,000 range ~ Instructions: Review order work flow and request PI/Other Approvers, Budget Approvers and/or F&E Approvers review and approve orders before 5pm on 6/7/21. ~ Restrictions: None
<b>Week of 6/27/2021</b>			
6/30 - WE	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY21 orders less than \$5,000 *not* requiring Procurement Services review or special handling. ~ Instructions: Review order work flow and request PI/Other Approvers & Budget Approvers and F&E Approvers review and approve orders before 5pm 6/30/21.
7/1 - TH	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY22, unless special handling is requested. See next line item for requesting FY21 orders.
7/1 - TH	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY21. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY21 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 FY22. Orders \$100,000 and over require a request for proposal (RFP).

**University of California Santa Cruz ~ PROCUREMENT SERVICES OFFICE ~ Fiscal Close Schedule 2020-21**

2021 Due Date		Unit or System	Event
<b>Week of 7/4/2021</b>			
7/6 - TU	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY21. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY21 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 FY22.
7/7 - WE	5pm	Epro/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 FY21.
7/8 - TH	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY21 FIS Change Orders for pending FY21 payments.
7/8 - TH	5 pm	Epro/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 FY21.
<b>Week of 7/11/2021</b>			
7/12 - MO	noon	Procurement Services	Last day for Procurement Services to complete and approve FY21 FIS PO's. Payments against these orders will be posted in FY22.
7/12 - MO	noon	FIS	<b>**** FIS will be unavailable from noon today ****</b>
7/12 - MO	noon	CruzBuy	<b>** CruzBuy will be available but orders submitted after noon today will not be processed until Tuesday 7/13 **</b>
7/13 - TU	7 am	Procurement Services	First day to enter FY22 Change Orders for FY21 rolled Purchase Orders.
<b>Week of 8/1/2021</b>			
8/3 - TU	7 am	FIS	<b>**** FIS will be unavailable today ****</b>
8/3 - TU	7 am	CruzBuy	<b>** CruzBuy will be available but orders submitted today will not be processed until Wednesday 8/4 *</b>