

University of California Santa Cruz ~ PROCUREMENT SERVICES OFFICE ~ Fiscal Close Schedule 2021-22

2022 Due Date		Unit or System	Event
Week of 5/29/22			
6/1 - WE	7 am	CruzBuy	First day to generate requisitions for goods & services to be received on or after July 1 *and* where FY23 funds must be used. ~ Instructions: In the CruzBuy Internal Notes field indicate the requisition is to be processed in FY23 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 FY23 (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 - WE	5 pm	CruzBuy	Last day to receive CruzBuy org approval for FY22 orders/change orders greater than \$25,000. ~ Instructions: CruzBuy requisitions for FY22 exceeding \$25,000 must be submitted and pass Org Approval by 5pm 6/1/22 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 6/5/22			
6/7 - TU	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY22 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 6/7/22. 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 - TU	5 pm	CruzBuy	Last day to receive unit approval in CruzBuy for FY22 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 6/7/22. ~ Restrictions: None
Week of 6/26/22			
6/30 - TH	5 pm	CruzBuy	Last day to receive org approval in CruzBuy for FY22 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 6/30/22.
7/1 - FR	7 am	CruzBuy	Beginning today, CruzBuy orders will post to FY23, unless special handling is requested. See next line item for requesting FY22 orders.
7/1 - FR	7 am	CruzBuy	First day to request special circumstance orders/change orders to be back-dated to FY22. These requests will be accommodated as workload allows. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY22 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 FY23. Orders \$100,000 and over require a request for proposal (RFP).

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Week of 7/3/22			
7/8 - FR	5 pm	CruzBuy	Last day to request special circumstance orders/change orders to be processed for FY22. ~ Instructions: In the CruzBuy Internal Notes field indicate order is to be processed in FY22 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 FY23.
Week of 7/10/22			
7/11 - MO	5pm	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 FY22.
7/12 - TU	5 pm	FIS	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 FY22.
7/12 - TU	5 pm	Procurement Services	Last day for Procurement Services to complete and approve FY22 FIS Change Orders for pending FY22 payments.
7/14 - TH	noon	Procurement Services	Last day for Procurement Services to complete and approve FY22 FIS PO's. Payments against these orders will be posted in FY23.
7/14 - TH	noon	FIS	**** FIS will be unavailable from noon today ****
7/14 - TH	noon	CruzBuy	** CruzBuy will be available but orders submitted after noon today will not be processed until Friday 7/15 **
7/15 - FR	7 am	Procurement Services	First day to enter FY23 Change Orders for FY22 rolled Purchase Orders.
Week of 7/31/22			
8/2 - TU	7 am	FIS	**** FIS will be unavailable today ****
8/2 - TU	7 am	CruzBuy	** CruzBuy will be available but orders submitted today will not be processed until Wednesday 8/3 **