

May 2023



Reminder-Last Day to Access iProcurement Stores for FY23

To accommodate the end of FY23 closing process the iProcurement stores will not be available after June 16, 2023. The stores will be available on July 1, 2023 for FY24 purchases. It is important to receive all iProcurement items as soon as they arrive on campus. If you experience any issues, including returns and credits, please contact [Procurement Services](#).



FY23 Closing Reminder

Encumbrances for all GEF (General Education Fund) accounts should be \$0. For all open POs for your department please confirm receipt of items. You will need to receive on all non-catalog requests and iProcurement Store purchases (i.e., Office Depot, CDW, Dell, Fisher Scientific, SupplyWorks, and/or WW Grainger).

Once all items are received on and invoices are paid, then you can request to have your PO final closed and any encumbrances would be released at that time. You can send your final closure requests to payables@uni.edu.

Your assistance in this critical year-end process is appreciated! Thank you in advance for getting your outstanding POs closed so we can have a successful FY23 close!



Order Delivery

When placing an order please confirm with the vendor an expected delivery date. As we approach the end of the fiscal year it is important to remember that items must be received on campus before June 30, 2023 in order to use FY23 funds.

Ask at the time of order when the item is expected to ship and plan appropriately.