
Procurement Services Newsletter June 2017

1 message

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Last Day to Access iProcurement Stores for FY17 Purchases

To accommodate the end of FY17 closing process, the iProcurement stores will be unavailable after June 23, 2017. The stores will be available again at 7:30 am on July 3, 2017 for FY18 purchases. Please contact a member of the Procurement Services Team with questions or concerns.

Receiving

It is important to receive on all iProcurement items as soon as they arrive on campus. [Receiving Instructions](#) are available on the iProcurement resource page. If you experience any issues, including returns or credits, please contact Procurement Services.

End of Year Closing Process

Information is available on the [Year End Closing Schedule](#), please contact a member of the Procurement Services Team if you have any procurement/purchasing related questions.

Planning A Large Purchase before June 30?

The end of the fiscal year is close, please remember that high dollar items must be purchased in a competitive environment. If someone in your department is contemplating a purchase over \$25,000, please contact a purchasing agent immediately, to determine how the purchase can meet procurement rules.

Updating Your Favorite Charge Account in iProcurement

Many users save general fund accounts as favorites in iProcurement, and those accounts will need to be updated for FY18. Step-by-step instructions can be found on the [iProcurement Resources Page](#), with a link to a PDF document titled, [How to Update Your Favorite Charge Accounts in iProcurement](#).

Please visit our [contracts page](#), [current bids](#), [awarded bids](#), or [homepage](#) for additional information.

Procurement Services

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