



County of San Luis Obispo
GENERAL SERVICES AGENCY

Janette D. Pell, Director

Cody VanDorn, Department Administrator

TO: ALL DEPARTMENTS

**FROM: JANETTE PELL, GENERAL SERVICES AGENCY DIRECTOR
CODY VANDORN, DEPARTMENT ADMINISTRATOR**

DATE: MARCH 25, 2013

**SUBJECT: FISCAL YEAR-END 2012-13 REQUISITION DEADLINES
NEW FISCAL YEAR 2013-14 BLANKET PURCHASE ORDERS**

The General Services Agency - Purchasing, working with the Office of the Auditor-Controller, provides the fiscal year end cut-off dates for County Departments to use to plan your year end purchasing. Please plan for the rest of the fiscal year and initiate purchases now. Let's work together toward a smooth transition into the new fiscal year. Please forward this memo to all staff involved in the purchasing process. We request that your staff comply with the deadlines.

FY 2012-13 NEW PURCHASE REQUISITION DEADLINES:

1. Requisitions for Equipment and Supplies

Date	Deadline
Friday April 26, 2013	Requisitions over \$5,000
Friday May 10, 2013	Requisitions less than \$5,000

2. Requisitions for Services

Date	Deadline
Friday April 26, 2013	Requisitions over \$25,000
Friday May 10, 2013	Requisitions less than \$25,000

If you are planning to purchase services over \$25,000 in FY 2012-13, please complete a Request for Proposal (RFP) Authorization form as soon as possible. **The final date to submit a RFP Authorization form is Friday April 26, 2013.**

As always Purchasing staff will do their best to accommodate your purchases in FY 2012-13. Please give us as much time as possible. Any purchase orders that encumber funds requested in the last month of the FY (June) will require

pre-approval from the Auditor's office. Any Requisitions received after the above dates may need to be closed and re-processed in the new 2013-14 Fiscal Year.

BLANKET PURCHASE ORDERS:

1. Expiring FY 2012-13 Blanket Purchase Orders

Departments must process Change Order eforms to change the delivery date for expiring Blanket Purchase Orders which are planned or desired to be rolled into the new fiscal year, **starting now and ending Friday May 10, 2013.** Delivery date (end date) of Purchase Orders can be displayed on the SAP ZMMR_POENC report.

2. NEW FY 2013-14 Blanket Purchase Orders

Purchasing staff will be processing new FY 2013-14 Blanket Purchase Orders from Requisitions. The Auditor's office will open fiscal year 2013-14 in April. Starting on Monday April 8, departments may begin creating new purchase requisitions. **New requisitions must have July 1, 2013 as the document date.**

ALLOCATION BASED (ANNUAL) PURCHASE ORDERS

Departments need to create a new Purchase Requisition for FY 2013-14 for existing Purchasing Orders that have a financing source that expires at the end of the current fiscal year. Accountants should review the nature of the underlying financing source to determine the appropriate year-end accounting treatment for each Purchase Order and associated encumbrance. If the state or federal funding (revenue) that supports the Purchase Order is an annual allocation that expires at the end of each fiscal year, the Purchase Order must be closed at the end of the current fiscal year.

PRELIMINARY ENCUMBRANCE CERTIFICATION

The Auditor's Office will send out instructions to departments for a preliminary review and clean-up of encumbrances. Information will be sent out in May. There are two purposes for this review: 1) to identify Purchase Orders that can be closed and 2) to determine the proper accounting classification. Specifically, is it an allocation based Purchase Order or one that should be rolled forward?

We encourage departments to close all completed Purchase Orders now, and throughout the year as soon as they are identified as complete. Just send a Change Order eform to Purchasing.

If you have any questions, please contact Purchasing staff, at Ext. 5900 or 5200.