



UNIVERSITY  
of HAWAII®  
**HILO**

December 7, 2022

MEMORANDUM

TO: UH Hilo Community

FROM: Carrie Masanda *Cpm*  
Director of Contracts and Procurement

SUBJECT: **FY 2023 Year-End Purchasing and Payment Deadlines**  
(Subject to change based on UH System Deadlines)

The following dates for FY 2023 Year-End deadlines have been established in order to accommodate the Kualii Financial System (KFS). Dates listed for KFS documents are the dates in which the documents need to be in the fiscal administrator's action list. All supporting documentation (e.g. SuperQuote information, Form 95, Form 65, Form 136, etc) should be completed/approved and attached to the applicable document in KFS. **If documents are incomplete, they will be disapproved and will need to be resubmitted once all of the necessary information has been obtained.**

**All Funds:**

February 24, 2023 All purchases which require formal advertisements (IFBs)

March 10, 2023 Sole Source requests \$25,000 or greater

May 5, 2023 P-card purchases

May 26, 2023 Invoices for contract and PO payments

**G-Funds, TFSF, & RTRF Funds:**

March 24, 2023 Requisitions, exempt purchases and IDOs \$25,000 or greater, but less than \$100,000; contract modifications and renewals; all requisitions requiring issuance by OPM/OSDP (e.g. short term lease, etc.)

April 28, 2023 Form 136s and supporting documentation

May 12, 2023 Requisitions less than \$25,000

May 26, 2023 Disbursement Vouchers for utility payments, cellular phone charges and employee reimbursements; travel advances and travel completions; disbursement vouchers for mileage & stipends; all other documents requiring fiscal administrator review and approval (e.g. RCUH Service Orders)

**Special and Revolving Funds (Student Housing, Parking, etc.):**

May 19, 2023 Form 56s and supporting documentation

May 26, 2023 Requisitions less than \$25,000; travel advances and travel completions; disbursement vouchers for utility payments, cellular phone charges and employee reimbursements; all other documents requiring fiscal administrator review and approval (e.g. RCUH Service Orders)

**If you receive an invoice from a vendor, please forward to the Office of Contracts, Procurement and Payments IMMEDIATELY with PO # or requisition # noted.**

Please feel free to contact me at 932-7677 should you have any questions regarding these deadlines.