



UNIVERSITY
of HAWAII®
HILO

January 9, 2024

MEMORANDUM

TO: UHH Office of Contracts, Procurement and Payments (OCPP) processing departments

FROM: Carrie Masanda, OCPP *Cpm*

SUBJECT: **FY 2024 Year-End Purchasing and Payment Deadlines for documents processed by the Office of Contracts, Procurement and Payments**
(Subject to change based on UH System Deadlines)

The following dates for FY 2024 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:

March 1, 2024 All purchases which require formal advertisements (IFBs)

March 15, 2024 Sole Source requests \$25,000 or greater

May 6, 2024 P-card purchases

May 28, 2024 Invoices for contract and PO payments

G-Funds, TFSF, & RTRF Funds:

April 1, 2024 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.)

May 17, 2024 Form 136s and supporting documentation (non-UH Pcard purchases); Supporting documents for Pcard purchases must comply with above Pcard deadline

May 24, 2024 Requisitions less than \$25,000

May 28, 2024 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 24, 2024 Form 56s and supporting documentation (non UH-Pcard purchases); Supporting documents for Pcard purchases must comply with above Pcard deadline

May 31, 2024 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 OCPP 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.