MEMORANDUM

TO: UH Hilo Community
FROM: Mason Kuo
       Director of Business Services
SUBJECT: FY 2016 Year-End Purchasing and Payment Deadlines
         (Subject to change based on UH System Deadlines)

The following dates for FY 2016 Year-End deadlines have been established in order to accommodate the Kuali Financial System (KFS). Dates listed for KFS documents are the dates in which the documents need to be in the Business Office action list.

All Funds:
February 29, 2016  All purchases which require formal advertisements.
March 11, 2016    Sole Source requests greater than $25,000. $24,999.99
May 13, 2016     Invoices for contract and PO payments

G-Funds, TFSF, & RTRF Funds:
April 1, 2016  Requisitions, exempt purchases and IDOs greater than $25,000 but less than $100,000; contract modifications and renewals; all requisitions requiring issuance by OPRPM (e.g. short term lease, etc.)
May 13, 2016   P-card purchases
May 13, 2016    Requisitions equal or less than $25,000; travel advances and travel completions; disbursement vouchers for mileage, stipends, & relocation
May 27, 2016   Disbursement Vouchers for utility payments, cellular phone charges and employee reimbursements; all other documents requiring fiscal officer review and approval (e.g. RCUH Service Orders)

Special and Revolving Funds (Student Housing, Parking, etc.):
May 13, 2016   P-card Purchases
May 27, 2016   Requisitions equal or 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 officer review and approval (e.g. RCUH Service Orders)

If you receive an invoice from a vendor, please forward to the Business Office IMMEDIATELY with PO # or requisition # noted.

Please feel free to contact the Business Office at 932-7397 should you have any questions regarding these deadlines.