



UNIVERSITY
of HAWAII*
HILO

January 7, 2021

MEMORANDUM

TO: UH Hilo Community

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

SUBJECT: **FY 2021 Year-End Purchasing and Payment Deadlines**
(Subject to change based on UH System Deadlines)

The following dates for FY 2021 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 Funds:

March 1, 2021	All purchases which require formal advertisements.
March 15, 2021	Sole Source requests \$25,000 or greater
May 7, 2021	P-card purchases
May 17, 2021	Invoices for contract and PO payments

G-Funds, TFSF, & RTRF Funds:

March 29, 2021	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, 2021	Requisitions less than \$25,000
May 28, 2021	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 21, 2021	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)
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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.