

SECTION B: PURCHASING AND PAYMENTS**B.1. General Guidelines:**

For all requisitions needing rush (current fiscal year) processing, retain the current fiscal year on your requisition and route to Procurement by the appropriate date. For all requisitions not needing to be processed in current fiscal year, select the fiscal year 2025 on your requisition.

B.2. Purchasing Requisitions:

All requisitions for purchases to be encumbered against funds for 2023-24 must be received by the Procurement department by 5:00 PM Friday, April 12, 2024, to ensure processing in this fiscal year.

B.3. Purchasing Card Transactions (PCard):

Departments are responsible for processing PCard transactions in a timely manner. Cardholders and Fiscal Officers should make every effort to approve PCard transactions before June 28, 2024, so that departmental expense reporting is accurate. Charges will be recorded in fiscal year 2023-24 if all approvals are obtained by 5:00 PM Sunday, June 30, 2024. If all approvals are not obtained by this deadline, the transactions will be recorded in the new year (fiscal year 2024-25).

B.4. Disbursement Vouchers and Concur Travel Expense Reports:

Disbursement Vouchers and Concur Expense Reports must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Friday, June 21, 2024, for inclusion in fiscal year 2023-24. Payments to be charged to Contract and Grant accounts ("RC" sub-fund) must route to Contract and Grant Administration Office (CGA) for approval. These Disbursement Vouchers and Concur Expense Report must be awaiting CGA approval by 5:00 PM Tuesday, June 18, 2024. *As a reminder, Disbursement Vouchers and Concur Expense reports requiring vendors cannot be completed without an approved vendor listed within the financial system.*

Travel completed before June 30, 2024 should be submitted via a Concur Expense Report in fiscal year 2023-24.

B.5. Non-Concur Advance Payments:

Distribution of Income and Expense documents related to payments of non-Concur advances must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Monday, June 24, 2024, for inclusion in fiscal year 2023-24. Transactions involving Contract and Grant accounts ("RC" sub-fund) must route to Contract and Grant Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Thursday, June 20, 2024.

B.6. Non-Check Disbursements:

Non-Check Disbursements related to direct charges to MSU bank accounts incurred in June (Period 12) must have all departmental approvals and be awaiting central Accounting approval by 12:00 PM (noon) Friday, June 28, 2024, for inclusion in fiscal year 2023-24.

B.7. Spartan Marketplace (non-University Stores Orders):

No additional or special processing action needed. All supplier invoices processed and approved by the fiscal officer by 5:00 PM Sunday, June 30, 2024 will go into Period 12.

B.8. Spartan Marketplace (University Stores Orders):

University Stores:

- a. All orders/requisitions to be charged against funds for 2023-24 must be submitted through Spartan Marketplace and received by University Stores by 12:00 PM (noon) Thursday, June 27, 2024.

University Stores Service Provider Billings (SPB):

- a. The monthly Service Provider Billings related to Lease/Purchase, Mail Services, University Stores, and Central Shipping and Receiving charges will run on the normal cycle and create documents for approval on the night of June 20, 2024. Auto-approve will occur five calendar days later for any unapproved transactions.
- b. A second Service Provider Billing for University Stores, and Central Shipping and Receiving will create documents on the night of June 27, 2024. This file will contain charges for services rendered from June 20, 2024, to 12:00 PM (noon) on June 27, 2024. Auto-approve will occur five calendar days later for any unapproved transactions. All transactions in this billing will post to Period 12.
- c. A second Service Provider Billing for Mail Services will create documents on the night of June 27, 2024 to charge departments for services rendered from June 17, 2024 through June 26, 2024. Auto-approve will occur five calendar days later for any unapproved transactions. All transactions in this billing will post to Period 12.

B.9. Invoice Payments/Accounts Payable:

Invoices to be paid against purchase orders issued in 2023-24 must be received by Accounts Payable, 166 Service Rd., Room 103 Angell Building, by 5:00 PM Friday, June 28, 2024. Invoices received by this date will be entered into the financial system by Accounts Payable through Friday, July 5, 2024. During this period, the financial system will automatically determine the fiscal year the payments will be allocated against based upon the invoice date. *Please note, all purchase order amendments need to be approved by Fiscal Officers prior to an invoice being entered.*