



MEMORANDUM

TO: University Community
FROM: Procurement Services
DATE: June 14, 2017
RE: Procurement Services Closeout

To ensure that payment is made in the current fiscal year, all goods and/or services using State, Overhead and Auxiliary funds *must* be invoiced and received before **Tuesday June 20, 2017**.

Any purchase order not invoiced, received or not paid will roll into FY18. Purchase orders that are rolled into FY 2018 will be taken off the top of your 2018 budget allocation. That means no additional funds/cash would be added to your State, Overhead or Auxiliary budget allocation.

Frequently asked questions

1. Who can liquidate my purchase order?

If your purchase order has no activity (invoices, and/or payments) complete a purchase order change form in Aggie Mart. If you need assistance contact Procurement Services at extension 4-7555

If your purchase order has activity then contact Accounts Payable at 334-7684 to liquidate the purchase order.

2. Where do I receive a purchase order?

In Banner using FPARCVD (Receiving Goods) screen.

3. How can I check to see if there are open encumbrances for my department or Fund?

In Banner, go to the FGIOENC (Organizational Encumbrance List) screen.

4. How can I verify my purchase order has been received?

In Banner, go to the FOIDOCH (Document History) screen

5. How can I verify Accounts Payable has processed an invoice for payment?

In Banner, go to the FOIDOCH (Document History) screen

6. How can I verify if my purchase order has been paid?

This can be verified on FOIDOCH or FGIENCD (you may use the purchase order number to search) or FAIVNDH (requires Banner ID# for vendor)

7. **What is the last day a purchase order can be received?**
All goods and services must be received (on campus and in Banner) no later than **Tuesday June 20th**.
8. **What is the last check cycle date?**
The final check cycle for FY17 is on Thursday June 29, 2017 at 5:00p.m.
9. **If I cannot get my invoices to Accounts Payable by June 20th, what happens?**
Invoice(s) will be paid in fiscal year 2018.
10. **Can I carryover my purchase orders on state, overhead & auxiliary funds?**
Only purchase order numbers will carry over not funds