

**FY24 YEAR END
PROCEDURES**

Procurement



Critical Dates

March 31, 2024

- Deadline for purchases on appropriations funds of \$150,000 or more

May 10, 2024

- Deadline to request purchase orders (POs) not be closed through PO Recon process

June 10, 2024

- Deadline for requisitions and change orders on appropriations, student government, and 57x funds to be **submitted** (not approved by Procurement)



Approp, Stu Gov and 57X Funds:

101 – 113, 121-122, 126

132, 191-192, 196

221-222, 570-579



Explanations and Reminders



What happens to POs starting on 6/21? - PO ROLL

- Existing PO encumbrances return to available balance for a few days
- The first distribution line/ChartField completes and a second distribution line with a 7/1/24 budget date is created for the remaining balance
- Budget is loaded, then the rolled PO's are budget checked and the encumbrances on new funds appear

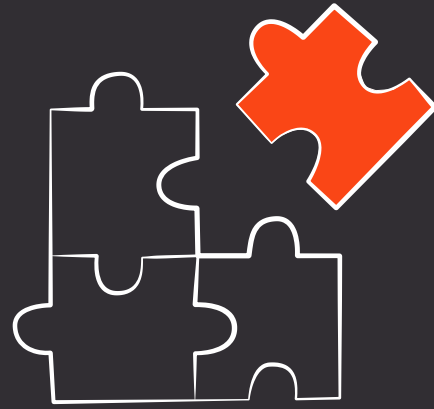
Remember: there will be no Appropriated encumbrances between 6/21 - 7/8



Helpful Tips

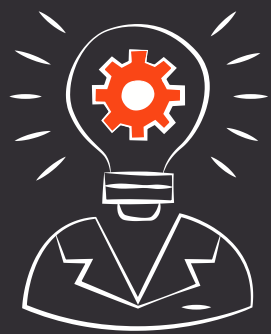
- Ensure you have **reconciled** your ledgers
- Use the open encumbrance report to ensure old PO's are closed (see Closing PO Instruction Guide)
- You can't voucher against a PO which has a change order in-process

Helpful Resources



Reports

[Using the Open Encumbrance Report](#)



Guides

Closing a PO and Releasing Encumbrances Instruction Guide

Correcting Voucher Budget Errors Instruction Guide

Department Reconciliation website and guide



Queries

Use this query to find PO's in Budget Error using your PO Business Unit :

UF_PO_BUD_STATUS_E_BY_POBU

Do you have any questions?

Please email and/or call us!

procurement@ufl.edu

(352) 392-1331

Thank You

