

# PURCHASING DEPARTMENT

## YEAR END DEADLINES

FY 2024



# GENERAL PURCHASING PROCEDURES

## Purchase Order Invoices

- Charges committed on issued POs will not be posted to FY 2024 unless ordered goods are physically received, or services fully delivered by June 28
- Any goods received after June 28 will be posted to FY25, regardless of budget amounts.
  - HSC: Items must be received on Dock 8 by Friday June 28 at 4:00 PM
  - LSC & WTC: Items must be received by a department (substantiated by e-mailing the packing slip or signed PO to purchasing@luc.edu) by Friday June 28 at 4:00 PM

Review open commitment reports, and advise of any concerns by June 14

If your department expects a receipt/delivery that will be close to the deadline and you are unsure if it will get posted to FY 2024, send an e-mail to purchasing@luc.edu for confirmation of correct posting period

# RECEIVED NOT INVOICED

For items received in Lawson by June 28 and for which AP hasn't received an invoice:

- An entry will be posted in 2024 to accrue the expense, and it will reverse in FY 2025
- The GL Description will read **REC. NOT INVOICED EXPENSE FY24**
- Final entries will be posted on or around July 10 (reference General Accounting)
- For details of any RNI entry, send a request to [purchasing@luc.edu](mailto:purchasing@luc.edu)

# IMPORTANT ORDER DATES FOR FY24

Category	Recommended Latest Order Date
Capital Purchases and Furniture	May 17
Promotional Items	May 17
Gift Cards (to be dispensed by June 28)	May 31
Printing Services (internal)	June 17
Office Supplies (Warehouse Direct)	June 17
General Purchases	June 17

Note: All chargebacks will be processed by Wednesday, July 10, 2024.

It is imperative all FY24 charges get posted—please notify Accounting if there will be an accrual.

***Meeting these order deadlines does not guarantee that charges will post in FY 2024. Some requested items have longer lead times. To be sure, confirm order lead-times and fulfillment dates with vendors.***

# Questions?

Purchasing@LUC.edu