

**Columbus State University  
Purchasing and Accounting Services  
FY2018 Year End Deadlines**

Purchasing Notes:

*If you have not submitted to Purchasing Services all RFP/RFQ requirements in complete form by deadlines noted, Purchasing Services cannot guarantee a contract award prior to end of the current fiscal year. After the deadlines noted, you can and should continue to submit future RFP/RFQ requirements to Purchasing Services to begin the solicitation process as soon as possible for the next fiscal year. Please visit the [CSU Purchasing Services](#) website for all up to date purchasing policies and procedures.*

ePro - If your department utilizes ePro, you must use ePro for all your procurement requests.

| Deadline                            | Purchasing Services   | Estimated Value | Additional Requirements/Notes   |
|-------------------------------------|---|-----------------|---|
| Friday<br>03/02/2018<br>COB 5:00 PM | Requests for Proposals (RFPs).  | All             | Please note that the average processing time for RFP scope development to contract award is four to six months.   |
| Monday<br>03/12/2018<br>COB 5:00 PM | Request for Quotations (RFQs)   | All             | Be mindful of purchases that require special routing approvals.   |
| Friday<br>03/30/2018<br>COB 5:00 PM | All technology related quote requests must be requested in the eQuest system before the cut off date.   | All             | Requesters must go through eQuest to request a quote from UITS before an ePro Requisition can be created.   |
| Monday<br>04/30/2018<br>COB 5:00 PM | Last day to make P-card purchases. Verify with your suppliers that automatic renewals/subscriptions are processed and finalized before May 2, 2018. | All             | You must request pre approval(s) before any P-card purchase. Be mindful of your office supply resources. Order all supplies before or on this date. All transactions must be posted to the Bank of America platform no later than May 2, 2018 |
| Friday<br>05/18/2018<br>COB 5:00 PM | Fully Approved e-Pro Requisitions   | All             | Be mindful of purchases that require special routing approvals.   |
| Friday<br>05/18/2018<br>COB 5:00 PM | All purchases from State, BOR, or Agency contracts, and items classified as exempt with fully approved requisitions.                                | All             | Be mindful of purchases that require special routing approvals. Please see below regarding prepay for FY19 renewal of subscriptions, licenses, memberships, etc...  |

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| Deadline                            | Accounting  | Estimated Value | Additional Requirements/Notes   |
|-------------------------------------|---|-----------------|---|
| Friday<br>06/01/2018<br>COB 5:00 PM | Request for Reimbursements from funds 10000, 10500, and 10600   | All             | Requester must make sure that funds are available to process payments.    |
| Friday<br>06/15/2018<br>COB 5:00 PM | Request and Return Petty Cash   | All             | Any remaining petty cash must be returned to the Bursar's office          |
| Friday<br>06/15/2018<br>COB 5:00 PM | Requests for FY18 Travel Reimbursements.  | All             | Receipts must be attached to all requests and must have proper approvals. |
| Friday<br>06/15/2018<br>COB 5:00 PM | Last day to turn in Agency Purchase Orders for either payment to a supplier or reimbursement of expenses. | All             | Request of any checks that use any FY 18 funds.                           |
| Friday<br>06/15/2018<br>COB 5:00 PM | Request of any checks that use any FY 18 funds, except for funds 10000, 10500, and 10600                  | All             | Requester must make sure that funds are available to process payments.    |

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David Bramlett- 706-507-8493 (Accounting Services)

**Contact Information for Special Routing Approvals**

- Technology related purchases, including software, computers, laptops, iPads, net books, printers, keyboards, A/V equipment and other miscellaneous computer and peripheral equipment. For the most current UITS policy on such purchases, contact the [CSU Purchasing Department](#). Requesters must secure prior approval from UITS by requesting a quote through the eQuest system before they create a purchase request.
- Contracts and service agreements that are not university or statewide contracts must be submitted to the Office of General Counsel for approval using the Contract Submission Form <https://generalcounsel.columbusstate.edu/forms.php>

**Special Notes**

- Prepay- Most services that will lapse before July 1, 2018 can be prepaid. To be prepaid with FY19 funds, the invoice must reflect a cut off date on or before June 30, 2018.

\* Tentative Dates