TO: EWU Departments  
FROM: Purchasing Department  
DATE: May 7, 2010  
SUBJECT: Fiscal Year End Reminders

Thank you to all the departments who have already submitted their Standing/Blanket order renewals for Fiscal Year 2011. In an effort to be proactive during the year end process, it is important to review your purchase order activity to ensure unnecessary purchase order encumbrances are not outstanding at the end of the year.

For example, a department purchased a computer. The computer has been received, invoiced and final payment has been made. However, funds still remain encumbered against the purchase order due to various reasons (tax rounding issues, shipping was lower than estimated, etc.). If you have this type of scenario, it would be a good reason to close the purchase order and liquidate any remaining funds.

The Purchasing Department will close and liquidate FY10 Standing/Blanket orders based on the renewals that we received from departments. However, if you identify a purchase order (excluding the Standing/Blanket order you have already submitted) that needs to be closed to liquidate the encumbrance, please send an email to Bill Santiago (bsantiago@ewu.edu). The email should include the purchase order number, vendor name, and your authorization to close and liquidate the purchase order.

In Banner, there are a few forms that might assist you in determining if a purchase order needs to be closed to liquidate the encumbrance. Some of these Banner forms are:

- FGIOENC Organizational Encumbrance List
- FPIOPOF Open Purchase Orders by FOAPAL
- FPIORQF Open Requisitions by FOAPAL
- FGIENCD Detail Encumbrance Activity

Please send your email requests by Friday, June 18th, 2010.

New Year (FY11) requisitions can be entered in the Banner system beginning May 10, 2010. These requisitions are for goods and services that are to be provided and received after 6/30/10. When entering a New Year (FY11) requisition in Banner, please change the order date and transaction date to 01-Jul-2010. You can reference the Entering a New Year Requisition document for further details.

If you need assistance entering Banner purchase requisitions or have other Banner questions related to Purchasing, please take advantage of “Banner Open Labs.” Please visit the Purchasing Department website for a list of dates and times (http://www.ewu.edu/x58359.xml).

Please visit the Training Scheduler (http://www.ewu.edu/trainingscheduler) to view available training sessions for creating online purchase requisitions (Banner 202) or approving online purchase requisitions (Banner 203).

Please do not hesitate to contact the Purchasing Department at x2253 if you have any questions. You may also visit our website (http://www.ewu.edu/x654.xml) for further important year end announcements.

Thank You