

Furniture Orders

Please note that the Critical Deadline for ordering Furniture is **May 1st**

1. Transfer Form for Standing Purchase Orders is due in Purchasing prior to noon on May 31st!

If you currently have **Standing Purchase Orders** for Fiscal Year 17 and wish to transfer them to Fiscal Year 18, the Standing Order Fiscal Year Transfer Form can be found on the Purchasing and Contracts web page

at <http://www.unco.edu/purchasing/forms/StandingOrderTransferForm.pdf>.

- Be certain to have an authorized signator (s) sign the form for all accounts that are represented on the form.
- Completed forms should be sent to Purchasing and Contracts, CB 61, beginning **May 1st but no later than noon on Tuesday, May 31st**.
- If you do not complete the Standing Order Transfer form, and you need a Standing Purchase Order in FY 18, you will need to prepare a new Purchase Requisition.

NOTE: YOUR UNC VISA CARD MAY BE USED FOR SERVICES AND RECURRING PAYMENTS THAT DO NOT EXCEED \$5,000 PER MONTH. *THIS SHOULD ELIMINATE THE NEED FOR STANDING PURCHASE ORDERS FOR THESE ITEMS.* ALL AGREEMENTS FOR SERVICES MUST STILL BE RENEWED AND APPROVED BY PURCHASING AND CONTRACTS STAFF.

2. Review Current FY 17 Purchase Order Encumbrances

- Please review **FGIOENC** purchase order encumbrances.
- Send an e-mail to purchasing@unco.edu listing the Fiscal Year 17 Purchase orders (Provide PO# and vendor name) you wish to remain open to roll into the new FY 18. Any PO's/standing orders that you do not email us about will be closed on June 1st. In addition, any regular PO that was entered prior to March 1st will also be closed on June 1st unless an email is sent requesting that it remain open.
- If a PO has closed and payment under \$5,000 is needed in the current FY 17, you will need to prepare a check request.
- If a PO has closed and payment over \$5,000 is needed in the current FY 17, you will need to prepare a new Purchase Requisition.

Please contact Dorian Vought at 351-2287 or dorian.vought@unco.edu with questions.