



To: Financial Manager, Pcard Holders and eCUBE users

From: Katrena S. Davidson, CPA
AVP for Finance and Controller

Date: May 15, 2023

Subject: FY 2023 Processing Deadlines

As the university continues to navigate economic uncertainties, please continue to exercise the utmost fiscal stewardship and refrain from making purchases that are not mission-critical or otherwise essential in nature.

Purchasing requests must be entered and approved in eCUBE by Financial Managers no later than:

- Thursday, June 1, 2023, for requisitions that include contracts, such as:
 - Professional Service Agreements (PSA)
 - Standard Independent Contractors Agreements (SICA)
 - Non-standard contracts (contracts using the vendor's contract document)
- Thursday, June 8, 2023 for requisitions without contracts, i.e.:
 - Goods under \$25,000 with attached quotation*
 - Goods above \$25,000 and below \$50,000 with at least 3 quotations*
 - Services under \$1,000 rendered on or before June 30, 2023
 - eCUBE Punchout requisitions

*This only applies to purchases with grant funds where the grant award was made November 13, 2020 or later. For grant fund purchases where the grant award was made prior to November 13, 2020, the threshold requirement of 3 written quotations remains unchanged at \$10,000-\$49,999.

Chartwells Orders: Please plan ahead for all catering needs. If exact orders are not known by the deadlines above, you can estimate the costs and enter a standing order for events held between June 9, 2023 and July 8, 2023. The standing order MUST be entered by Thursday, June 8, 2023. Please work directly with Carrissa Renninger and place your order through Cater Trax at <https://ysu.catertrax.com/> If last minute needs occur, please contact Joy Polkabila Byers at jlbyers@ysu.edu or ext 2242.

These deadlines apply to all funds, except grant and plant funds. Those funds need to have requisitions without contracts entered and approved in eCUBE by the Financial Manager no later than Friday June 9, 2023, to allow sufficient time for processing. Questions may be directed to Barb Greene, Director of Procurement Services on Microsoft Teams or bgreene@ysu.edu

Additional processing deadlines are posted [online](#).