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**To:** Financial Managers, Pcard holders and eCUBE users

**From:** Steven P. Hoffmaster

InterimAVP for Finance and Controller

**Date:** May 16, 2024

**Subject:** FY 2024 Processing Deadlines

To close fiscal year 2024 in a timely manner and meet the state of Ohio’s audit deadlines, the University has established certain processing deadlines set forth below. 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:

* Monday, June 3, 2024, 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)
* Monday, June 10, 2024, for requisitions without contracts, i.e.:
  + Goods under $25,000 with attached quotation\*
  + Goods above $25,000 and below $50,000 with at least three quotations\*
  + Services under $1,000 rendered on or before June 30, 2024
  + 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 three 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 11, 2024, and July 6, 2024. The standing order MUST be entered by Monday, June 10, 2024. Please work directly with Bill Wynn at [william.wynn@compass-usa.com](mailto:william.wynn@compass-usa.com) and place your order through Cater Trax at <https://ysu.catertrax.com/>. If last minute needs occur, please contact Joy Polkabla Byers at [jlbyers@ysu.edu](mailto: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 Monday, June 10, 2024, to allow sufficient time for processing. Questions may be directed to Barb Greene, Director of Procurement Services on Microsoft Teams or [bgreene@ysu.edu](mailto:bgreene@ysu.edu)

Additional processing deadlines are posted [online](https://ysu.edu/general-accounting).