To: Officers, Deans, Department Heads, and Department Administrators

From: John Homich, Purchasing Senior Director

RE: FY’19 Year End Purchasing Guidelines

Date: May 6, 2019

In order to assure that the year-end closing is smooth and includes your desired procurement transactions, it is necessary that the purchasing deadlines listed below are broadly communicated to all staff who order goods and services for the university (with the exception of HNRCA, whose fiscal year end differs).

Below are guidelines for year-end purchases:

- **ELECTRONIC REQUISITIONS** (E-REQS) for purchasing goods and services that are to be expensed in FY’19 and are funded by hard money (non-grant, contract or projects) should be received by the Tufts Support Services (TSS) / Purchasing Office no later than Wednesday, MAY 15, 2019.

- **CERTAIN COMMODITY ITEMS** may require longer lead times and departments should plan such purchases accordingly – i.e. furniture, scientific equipment, etc. Requisitions for such items should be received by the Tufts Support Services (TSS) / Purchasing Office no later than Wednesday MAY 15, 2019.

- Items or Services received prior to June 30, 2019 must be expensed in FY’19. Items or services received after July 1, 2019 must be expensed in FY’20. Invoices must be received by Tufts Support Services (TSS) no later than Tuesday JUNE 25, 2019 at 5 PM to be properly expensed for FY’19. Purchase Orders issued after the noted cutoff dates above may contain specific instructions to the supplier not to deliver prior to July 1, 2019.

- Proforma invoices (prepaid orders) will not be processed.

- When creating the eReq please be aware that the individual listed in the "Requested For" field will be responsible for approving invoices. The Electronic Invoicing System will generate approval emails to that individual based on university rules.

**ESTABLISHMENT OR RENEWAL OF BLANKET PURCHASE ORDERS**

- Blanket purchase orders should be used when you are doing continuous business with a supplier that does not accept the PCard or if you are repeatedly ordering items that are on the PCard Uses and Restrictions List.

- Departments that are reissuing a blanket order which expires on 06/30/19, funded by hard money (non grant, contract or projects), are reminded that blanket orders must be renewed in the electronic requisitioning system to continue with the same or similar business arrangements. All blanket purchase orders must conform to university bid requirements.
Departments may request the establishment or renewal of a blanket order by submitting an electronic requisition containing the following information:

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>EXAMPLE TEXT</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SUPPLIER NAME:</strong> Specify the name of the supplier you wish to do business with.</td>
<td>XYZ Corporation</td>
</tr>
<tr>
<td><strong>START/END DATE:</strong> Specify the period of performance to be covered by the blanket agreement (end date generally does not exceed one fiscal year).</td>
<td>07/01/19-06/30/20</td>
</tr>
<tr>
<td><strong>DESCRIPTION:</strong> Specify the items or services that will make up the bulk of the proposed purchase.</td>
<td>Standing blanket order for audio visual services</td>
</tr>
<tr>
<td><strong>AMOUNT:</strong> In the extension column, please indicate the total amount which you expect to spend within the period noted.</td>
<td>Not to exceed $20,000</td>
</tr>
<tr>
<td><strong>PO REFERENCE:</strong> Very important: If this is a replacement of an existing Blanket Purchase Order, you are asked to reference the previous blanket order number in the description/comments section.</td>
<td>Replaces PO#EP0005678</td>
</tr>
</tbody>
</table>

All relevant bids or mandatory documentation associated with these requests must be submitted with each electronic requisition. If you question the appropriateness of a blanket order, please feel free to consult a representative within the Tufts Support Services (TSS) or the Purchasing Office.

**PCARD AND ELECTRONIC ORDERING SYSTEM PURCHASES**

- Cardholders MUST APPROVE PCARD TRANSACTIONS BY JUNE 28, 2019 for proper recording in fiscal year 2019. It is recommended that cardholders allow two weeks lead time (order by June 14th) for transactions to hit the system for approval. Note: Expense transfers will not be processed in FY’19 for PCard purchases inappropriately posted in FY’20.

- Due to the billing cycle of the PCard, please note that any PCard Purchases that are not posted by the supplier and approved by the cardholder by Friday, June 28, 2019 will be posted against the next fiscal years budget.

- Suppliers with whom we have electronic ordering capability on the Tufts Marketplace (WB Mason, Fisher Scientific, etc.) generally bill for orders placed the previous week; however we cannot control when the suppliers invoice us. It is therefore recommended that you allow a lead time of two weeks (order by June 14th) for invoices to hit our system. Also, if an item is out of stock, the supplier will typically invoice us only when the item is shipped.

- Departments are responsible for ensuring that the correct departmental, grant, contract, or project cost center is reflected in all electronic systems for the new fiscal year.
OPEN COMMITMENTS AND CHANGE ORDERS

It is important that individuals regularly review their Open Commitment Reports for accuracy and identify those transactions which may require changes (adjustments/cancelations). This process is beneficial as it provides an accurate balance of funds available within your cost center(s).

Should you have an outstanding Purchase Order requiring changes or closure, please contact Tufts Support Services (TSS).

Call: 617-627-7000  
Email: tss@tufts.edu  
Online Request

PURCHASING OFFICE – CONTACT LISTING

For commodity specific inquiries, please contact the appropriate Purchasing representative via email:

- Ed Fanikos  edward.fanikos@tufts.edu  
- John Homich  john.homich@tufts.edu  
- Michelle Rooney  michelle.rooney@tufts.edu  
- Kelly Sullivan  kelly.sullivan@tufts.edu  
- William Thistle  william.thistle@tufts.edu  
- Peter Van Tilborg  peter.vantilborg@tufts.edu  
- Paul Wagner  paul.wagner@tufts.edu  
- Luke Duffney  luke.duffney@tufts.edu  
- Ed Lothrop  edward.lothrop@tufts.edu  
- Gary Smyrlan  gary.smyrlan@tufts.edu  

Guidance on commodity assignments can be found on the Purchasing website or by contacting the Purchasing Office via email at purchasing@tufts.edu.