To: Financial Managers, Pcard holders and eCUBE users

From: Neal P. McNally
Vice President for Finance & Business Operations

Date: May 20, 2020

Subject: FY 2020 Processing Deadlines

In light of the financial challenges and uncertainty that have emerged from the COVID-19 pandemic, the University has moved up the cutoff dates for FY 2020 purchases. Purchasing requests must be entered and approved in eCUBE by Financial Managers no later than:

- May 22, 2020, 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)

- May 29, 2020, for requisitions without contracts, i.e.:
  - Goods under $10,000 with attached quotation
  - Goods above $10,000 and below $50,000 with at least 3 quotations
  - Services under $1,000 rendered on or before June 30, 2020
  - eCUBE Punchout requisitions

In addition, the last date for Commercial Card (Pcard) transactions will be May 31, 2020, unless a Request for Exception is completed and approved by the Director of Procurement Services.

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 12, 2020, to allow sufficient time for processing. Questions may be directed to David McCracken, Director of Procurement Services on Microsoft Teams or ddmccracken@ysu.edu.

Additional processing deadlines are posted online.

Now more than ever before, please exercise the utmost fiscal stewardship; and please refrain from making purchases that are not mission-critical or otherwise essential in nature.

Thank you for your ongoing cooperation.