

Year-end Purchasing Guidelines and Deadlines:

Goods and Products: Can be purchased with FY25 funds and delivered in FY26. If using FY25 funds, to allow time for processing before the end of the fiscal year, requests **must** be fully approved and received by the Purchasing Department no later than **August 8th**.

Consumables: Are goods to be used within the year they are purchased. A state agency must charge purchase of consumables to appropriation year in which the delivery of consumables occurred. To allow time for delivery to be made before 8/31/2025, requests **must** be fully approved and received by the Purchasing Department by **August 1st**.

Services: A state agency must charge the purchase of services to the appropriation year in which the services were rendered. A state agency may not charge appropriation year for the purchase of services if those services were rendered during a different appropriation year. If services are provided for two or more years, a state agency must pro-rate payment for the services, so each appropriation year is charged only to the extent of the services provided during the year. In order to use FY25 funds to pay for services and if services can be provided before August 31st, requests **must** be received by the Purchasing Department by **August 8th**. Requests received after August 8th will have to change their funding source to FY26.

Mixed purchases: May involve the purchase of a combination of Consumables, Services, and Capital Assets. The dominant purchase of a mixed purchase determines the appropriation year to be used for the payment of the mixed contract. To be safe, and allow time to process, if FY25 funds are being used, requisitions must be received by the Purchasing Department by **August 8th**.

Exceptions (No deadlines):

Seminars and conferences: A state agency may use money appropriated for a particular appropriation year to pay expenses for conducting or attending a seminar or conference during that year. **To the extent that it's**

cost effective: A state agency may use money appropriated for a particular year to pay expenses related to conducting or attending a seminar or conference that will occur partly or entirely during a different appropriation year.

Internet connection, Periodical subscriptions, Maintenance contracts, Post office box rentals, Insurance, and Surety or Honesty Bonds: Regardless if it covers more than one appropriation year, a state agency may use money appropriated for a particular year to pay the entire cost or amount of:

- An Internet connection
- A Periodical subscription
- A Maintenance contract
- A Post office box rental

Utility Services: A state agency may use money appropriated for a particular year to pay for a utility service provided.

Note: In the event you submit a requisition after the deadline, we will make every effort to accommodate your request. However, there is no guarantee that the PO will be processed in time to make the purchase using the FY funding requested. If the purchase cannot be made from the identified funding source, you may be required to revise your requisition to the next FY funding codes.