

As the end of the fiscal year approaches, the following deadlines have been established for **State funds** by the Office of Operations to ensure that our agency complies with the year-end processing regulations imposed by the state statutes and the Department of Finance and Administration (DFA). Section 7-7-23, Mississippi Code Annotated (1972), requires that all purchase orders (PO) covering purchases to be paid from funds appropriated for any **State** fiscal year be executed by **June 30th** of the fiscal year.

Office of Procurement	Deadline Date
<p>FY23 Personal Services Contracts procured through June 30, 2023</p> <ul style="list-style-type: none"> Contract requests must be reviewed and Justification Form signed by the Procurement and Compliance Offices. 	05/10/2023
<ul style="list-style-type: none"> Requests for purchase orders for all executed FY23 contracts must be processed and approved for payment. 	06/1/2023
<p>Personal Services Contract <u>Renewals</u> beginning July 1, 2023</p> <ul style="list-style-type: none"> PRIOR to approving a renewal contract for FY24, a purchase order must be obtained and approved to encumber funds for payment of FY23 invoices through June 30, 2023. All contracts ending June 30, 2023, must be reviewed, approved, and contract signed by the Procurement Office prior to June 30, 2023. Please review Timelines for Submission of Contracts. Begin review of contract expenditures through June 30, 2023. Contracts expire/terminate without the final signature secured on or before June 30, 2023. 	06/01/2023
<p>All FY23 Technology Requests due to Procurement</p> <p>Note: Purchase Order requests for FY24 product/services due after July 1, 2023.</p>	04/15/2023
<p>All FY23 Goods/Technology Requisitions/Shopping Carts due to Procurement</p> <p>Note: Purchase Order requests for FY24 product/services due after July 1, 2023.</p>	05/15/2023
<p>Any FY23 Requisitions/Shopping Carts due to Procurement</p> <ul style="list-style-type: none"> May 15 – May 30, 2023 – Chief Officer's justification memo required. Shipment of goods must be confirmed before June 30, 2023. NO BACK ORDERS 	05/30/2023
<p>All FY23 Purchase Order Modification to <u>Increase</u> due to Procurement</p>	5/30/2023
<p>All FY23 Requisitions/Shopping Carts Complete</p>	6/01/2023

<p>State Procurement Card (PC) Purchases</p> <ul style="list-style-type: none"> • DO NOT utilize procurement cards for purchases <u>after established deadline date</u> without prior approval. <p>State Procurement Card Logs for the month of June</p> <ul style="list-style-type: none"> • Due in the Office of Procurement with supporting documentation. • FY23 budgets shall include credit card expenditures through June 10, 2023. 	06/10/2023
<ul style="list-style-type: none"> • <u>ALL</u> deliveries for goods must be received by June 30, 2023. 	6/30/2023
<p>Deobligation of State Funds ending June 30, 2023</p> <p>CONTRACT WORKERS</p> <ul style="list-style-type: none"> • Review ALL contract worker timesheets/invoices and work coming due to make certain contract amounts reconcile. <p>INDEPENDENT WORKERS</p> <ul style="list-style-type: none"> • Review ALL vendor invoices and work coming due to make certain contract amounts reconcile. • Calculate any funds remaining on the purchase order. • Program offices must submit to Procurement a Purchase Order Change Request Form to de-obligate those remaining Funds. • Program offices must have an existing purchase order for <u>ALL</u> outstanding invoices for FY23 contractual services and commodities. 	7/31/2023

Office of Accounting	Deadline Date
<p>FY23 Travel Advance Requests</p> <ul style="list-style-type: none"> • All requests for travel advances for travel ending June 30, 2023. 	06/09/2023
<p>Travel Vouchers for FY23</p> <ul style="list-style-type: none"> • All travel vouchers for travel through June 30, 2023 are due in the Office of Accounting. 	07/14/2023
<p>Outstanding FY23 Travel Advances</p> <ul style="list-style-type: none"> • All outstanding travel advances must be cleared to avoid any complications with your payroll check. 	07/07/2023
<p>FY23 Invoices</p> <ul style="list-style-type: none"> • All Invoices must be signed/approved and submitted to the Office of Accounting for processing. 	07/14/2023
<p>Adjusting Entries (Journal Vouchers)</p> <ul style="list-style-type: none"> • All Adjusting Entries must be submitted with all approval signatures on the <i>Program Fund Transfer/Coding Correction</i> form to the Office of Accounting. 	07/21/2023
<p>FY24 Travel Advance Requests</p> <ul style="list-style-type: none"> • All travel advances for travel starting July 1, 2023. 	Submit after 07/01/2023

Please submit appropriate documentation as outlined above by the designated due dates. Prior to submissions, please check your available budget authority and contact the Office of Budget & Planning to make any necessary budget modifications. Complete and attach a Form W-9 to any requisitions for new vendors. If goods are not received within **two weeks** of the order date, please notify the Purchasing Division.

If you have any questions, please contact the following persons:

Encumbrances	Toya Brown	(601) 359-5716
Travel	Yulanda Wesley	(601) 359-3074
Invoices	Chanel Loving	(601) 359-2187
Adjusting Entries	Jeanne Tate	(601) 359-3975

You may also contact Monique Corley at (601) 359-5716 for procurement or Sheila Franklin-Buie at (601) 359-3525 for accounting.