

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>All FY24 Technology Requests due to Procurement</p> <p><i>Note: Purchase Order requests for FY25 product/services due <u>after</u> July 1, 2024.</i></p>	04/15/2024
<p>FY24 Personal Services Contracts procured through June 30, 2024</p> <ul style="list-style-type: none"> Must have an approved contract packet with a <u>Justification Form signed by the Procurement and Compliance Offices.</u> 	05/10/2024
<ul style="list-style-type: none"> Must have an approved purchase order for all executed FY24 contracts. 	05/31/2024
<p>Personal Services Contract <u>Renewals</u> beginning July 1, 2024</p> <ul style="list-style-type: none"> PRIOR to approving a renewal contract for FY25, an FY24 purchase order <u>must be approved to encumber funds for payment of FY24 invoices through June 30, 2024.</u> All contracts expiring June 30, 2024, must be reviewed, approved, and contract signed by the Procurement Office prior to June 30, 2024. Please review Timelines for Submission of Contracts. Begin review of contract expenditures through June 30, 2024. Contracts will expire/terminate <u>without the final signature secured</u> on or before June 30, 2024. 	05/31/2024
<p>All FY24 Goods/Technology Requisitions/Shopping Carts due to Procurement</p> <p><i>Note: Purchase Order requests for FY25 product/services due <u>after</u> July 1, 2024.</i></p>	05/15/2024
<p>Any FY24 Requisition/Shopping Cart due to Procurement</p> <ul style="list-style-type: none"> May 15 – May 31, 2024 – Chief Officer must provide a memo to justify purchase. Shipment of goods must be confirmed by vendor before June 30, 2024. No technology purchase requests. NO BACK ORDERS 	05/31/2024
<p>Any FY24 Purchase Order Modification to <u>increase a PO</u> due to Procurement</p>	5/31/2024
<p>All FY24 Requisitions/Shopping Carts Complete</p>	5/31/2024

<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. • FY24 budgets shall include credit card expenditures through June 10, 2024. 	06/10/2024
<ul style="list-style-type: none"> • ALL deliveries for goods must be received by June 30, 2024. 	6/30/2024
<p>Deobligation of ALL Funds ending June 30, 2024 (State, Federal, ESSER, and other)</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 CONTRACTORS (VENDORS)</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 ALL outstanding invoices received for FY24 <u>contractual services and commodities</u>. 	7/31/2024

Office of Accounting	Deadline Date
<p>FY24 Travel Advance Requests</p> <ul style="list-style-type: none"> • All requests for travel advances for travel ending June 30, 2024. 	06/07/2024
<p>Travel Vouchers for FY24</p> <ul style="list-style-type: none"> • All travel vouchers for travel through June 30, 2024 are due in the Office of Accounting. 	07/15/2024
<p>Outstanding FY24 Travel Advances</p> <ul style="list-style-type: none"> • All outstanding travel advances must be cleared to avoid any complications with your payroll check. 	07/08/2024
<p>FY24 Invoices</p> <ul style="list-style-type: none"> • All Invoices must be signed/approved and submitted to the Office of Accounting for processing. 	07/15/2024
<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. 	07/19/2024
<p>FY25 Travel Advance Requests</p> <ul style="list-style-type: none"> • All travel advances for travel starting July 1, 2024. 	Submit after 07/01/2024

Office of Grants Management	Deadline Date
<p>FY24 Grant Reimbursement Requests</p> <ul style="list-style-type: none"> For grants ending June 30, 2024, or reimbursements that should post to FY24, the request for funds deadline is August 5, 2024. 	08/05/2024

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 or the Accounts Payable Division if goods are received after July 15.

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
SPED & OCN Approval	Michael Gibbons, Grants Manager (OSE & OCN)	(601)359-3905
Office of Federal Programs Funds	Shanika Jackson, Grants Manager (Federal Programs & ESSER)	(601)359-3905
CTE State & Federal Funds	Tammy Turner-Barnes, Grants Manager (Career & Technical Education)	(601)359-3905

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