

As the end of the fiscal year approaches, the following deadlines have been established 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 covering purchases to be paid from funds appropriated for any fiscal year be executed by June 30th of the fiscal year.

| Office of Procurement | Deadline Date |
|---|----------------------|
| <p>Personal Services Contracts ending June 30, 2020</p> <ul style="list-style-type: none"> All contracts must be reviewed, approved and executed by the Procurement Office. | 05/10/2020 |
| <ul style="list-style-type: none"> All executed contracts <u>must</u> have a purchase order for payment. | 5/15/2020 |
| <p>Deobligation of Funds (Purchase Order Change Form)</p> <ul style="list-style-type: none"> Review ALL executed contract invoices and payments coming due to make certain amounts reconcile with purchase order. Review ALL vendor invoices and payments coming due to make certain amounts reconcile with purchase order. 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 for FY20 contractual services and commodities. | 06/05/2020 |
| <p>All FY20 Requisitions/Shopping Carts due to Procurement</p> <ul style="list-style-type: none"> For all offices using General Funds <p>Note: FY21 requisitions due after July 1, 2020</p> | 05/15/2020 |
| <p>Any Emergency FY20 Requisitions/Shopping Carts must include approval from the Program Chief Officer <u>and</u> Chief of Operations</p> <ul style="list-style-type: none"> May 15 – May 31, 2020 Backorders will NOT be fulfilled Shipment must be confirmed on or before June 30, 2020 | 05/31/2020 |
| <p>All FY20 Requisitions/Shopping Carts due to Procurement</p> <ul style="list-style-type: none"> Emergency request authorized by the Chief Officers | 06/05/2020 |
| <p>State Procurement Card (PC) Purchases</p> <ul style="list-style-type: none"> DO NOT utilize procurement cards for purchases after established deadline date. | 06/10/2020 |
| <p>State Procurement Card Logs for the month of June 2020</p> <ul style="list-style-type: none"> Due in the Office of Procurement with supporting documentation. FY20 budgets must include credit card expenditures through June 10, 2020. | 06/27/2020 |

| Office of Accounting | Deadline Date |
|---|------------------------------------|
| FY2020 Travel Advance Requests <ul style="list-style-type: none"> All requests for travel advances for travel ending June 30, 2020. | 06/11/2020 |
| Travel Vouchers for FY20 <ul style="list-style-type: none"> All travel vouchers for travel through June 30, 2020 are due in the Office of Accounting. | 07/10/2020 |
| Outstanding FY20 Travel Advances <ul style="list-style-type: none"> All outstanding travel advances must be cleared to avoid any complications with your payroll check. | 07/10/2020 |
| FY20 Invoices <ul style="list-style-type: none"> All Invoices must be signed/approved and submitted to the Office of Accounting for processing. | 07/15/2020 |
| Adjusting Entries (Journal Vouchers) <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 | 08/01/2020 |
| FY20 Travel Advance Requests <ul style="list-style-type: none"> All travel advances for travel starting July 1, 2020. | Submit after 07/01/2020 |

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 staff:

| | | |
|-------------------|----------------|----------------|
| Encumbrances | Vivian Taylor | (601) 359-5716 |
| Travel | Yulanda Wesley | (601) 359-3074 |
| Invoices | Greg Ramsey | (601) 359-2187 |
| Adjusting Entries | Jeanne Tate | (601) 359-3975 |

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