

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>FY22 Personal Services Contracts ending June 30, 2022</p> <ul style="list-style-type: none"> All contract requests must be reviewed and Justification Form signed by the Procurement Office. 	05/10/2022
<ul style="list-style-type: none"> All executed FY22 contracts must have a purchase order for payment. 	05/15/2022
<p>Personal Services Contract <u>Renewals</u> beginning July 1, 2022</p> <ul style="list-style-type: none"> All contracts ending June 30, 2022, must be reviewed, approved, and contract signed by the Procurement Office prior to June 30, 2022. Please review Timelines for Submission of Contracts. Begin review of contract expenditures through June 30, 2022. Contracts expire/terminate without the final signature secured on or before June 30, 2022. 	06/01/2022
<p>All FY22 Requisitions for Technology/Equipment/Furniture due to Procurement</p> <p>Note: Submit purchase order requests for FY23 product/services after July 1, 2022.</p>	04/15/2022
<p>All FY22 Requisitions/Shopping Carts due to Procurement</p> <ul style="list-style-type: none"> For all offices using General Funds through June 30 <p>Note: Submit purchase order requests for FY23 product/services after July 1, 2022.</p>	05/15/2022
<p>Any Emergency FY22 Requisitions/Shopping Carts due to Procurement</p> <ul style="list-style-type: none"> April 15 – May 01, 2022 – <i>Justification memo signed by the Chief of Operations is required for all <u>packets/shopping carts</u> submitted for processing.</i> Shipment of goods must be confirmed before June 30, 2022. NO BACK ORDERS 	05/15/2022
<p>State Procurement Card (PC) Purchases</p> <ul style="list-style-type: none"> DO NOT utilize procurement cards for purchases after established deadline date 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. FY22 budgets shall include credit card expenditures through June 10, 2022. 	06/10/2022
<p>Deobligation of FY22 State Funds</p> <p>INDEPENDENT WORKERS</p> <ul style="list-style-type: none"> Review ALL vendor invoices and work coming due to make certain contract amounts reconcile. 	7/31/2022

<ul style="list-style-type: none"> • 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 FY22 contractual services and commodities. 	
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Office of Accounting	Deadline Date
FY22 Travel Advance Requests <ul style="list-style-type: none"> • All requests for travel advances for travel ending June 30, 2022. 	06/10/2022
Travel Vouchers for FY22 <ul style="list-style-type: none"> • All travel vouchers for travel through June 30, 2022 are due in the Office of Accounting. 	07/15/2022
Outstanding FY22 Travel Advances <ul style="list-style-type: none"> • All outstanding travel advances must be cleared to avoid any complications with your payroll check. 	07/08/2022
FY22 Invoices <ul style="list-style-type: none"> • All Invoices must be signed/approved and submitted to the Office of Accounting for processing. 	07/15/2022
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 	07/20/2022
FY23 Travel Advance Requests <ul style="list-style-type: none"> • All travel advances for travel starting July 1, 2022. 	Submit after 07/01/2022

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	Vivian Taylor	(601) 359-5716
Travel	Yulanda Wesley	(601) 359-3074
Invoices	Gail Gentry/Velma Turner	(601) 359-3525
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.

Please note these deadlines are hard dates and cannot be adjusted.