

February 10, 2009

To: Deans, Directors, Department Chairs, and Managers

From: Rebecca May, Procurement Services & Barbara Seldal, Controller's Office

Re: **Cutoff Dates for Fiscal Year 2009 Purchase Orders**

As we prepare to finalize fiscal year 2009, please note the following cutoff dates. Purchase order thresholds and the deadlines for receiving fiscal year 2009 requisitions in the Accounting Office are as follows:

- **Over \$250,000 - March 6, 2009**
- **\$25,000 up to \$250,000 – April 10, 2009**
- **Under \$25,000 – June 4, 2009**

Finalizing Purchases for fiscal year 2009:

- **General Revenue (02 funds)** – All goods must be received, invoiced and all payment paperwork is due in Accounting no later than **August 6, 2009**.
- **All other NIU funds** – All goods and/or services must be received/completed and invoices dated by June 30, 2009. Payment paperwork is due in Accounting no later than **July 14, 2009**.

Fiscal year 2010 Requisitions:

- FY2010 purchase requisitions, either for open orders or for specific purchases can be submitted now.

Please call Procurement Services at 753-1671 or the Accounting Office at 753-1514 with questions.