

## MEMORANDUM

March 13, 2008

TO: Deans, Department Heads, Directors, and Business Managers.

FROM: Procurement Services  
Accounts Payable

RE: Rolling over of FY08 purchase orders to FY09

As fiscal year 2008 comes to a close, you may have purchase orders that need to be rolled forward to fiscal year 2009. Following are the parameters that will be used by Procurement Services and the General Accounting office to decide which purchase orders will be rolled forward and which will be closed out. If there are any purchase orders that do not meet these parameters and need to be rolled forward, a list needs to be received from your department by Thursday, July 10, 2008 in order to roll them forward. These lists should be sent to **Procurement Services, e-mail address "sdoubler@niu.edu"**, to be received on or prior to July 10, 2008. After that date, and without any other directions from your department, the decisions to roll forward or close orders will be made by Procurement Services and the General Accounting staff.

**All purchase orders that are rolled forward will be paid out of FY09 funds.**

### PARAMETERS FOR ROLL FORWARD

All purchase orders with General Revenue funds will be closed in their entirety. These will be re-written as FY09 purchase orders and paid out of FY09 funding on an as needed basis after the lapse period has ended.

All Open Orders regardless of purchase order date or dollar amount will be closed in their entirety unless otherwise specified.

All purchase orders dated prior to March 1, 2008 for any amount will be closed in their entirety unless otherwise specified.

Purchase orders dated March 1, 2008 or later for a total of \$1999.99 or less will be closed in their entirety unless otherwise specified.

All purchase orders dated March 1, 2008 or later for a total of \$2000.00 or more will be reviewed and then closed and/or rolled forward where appropriate unless otherwise specified.

All purchase orders for equipment, construction, 03 funding, or leases (without 253200 funding) will be rolled forward unless otherwise specified.

Any purchase orders that have account 253200 funding will be individually reviewed, closed and/or rolled forward by Procurement Services. Procurement will also contact the appropriate person to discuss these.

P.O. Rollover occurs during the last full week in July and is coordinated by Procurement and Accounting.

Departments are responsible for notifying Procurement or Accounting, by July 10, 2008, of purchase order balances that need to be rolled forward.

Any questions can be directed to Susan Doubler, Procurement Services, via e-mail 'sdoubler@niu.edu', or she can be reached at 753-1675.