

Special Edition Biennium close e-Newsletter

Volume 1, Issue 1

April 2009

Welcome to the first edition of the Biennium Close eNewsletter!

Important Dates:

April 10th

Major Purchase Orders
(PAS)

June 19th

All other Purchase Or-
ders (PAS)

June 23rd

Refund Check Requests

June 26th

Encumbrance
Liquidation Requests

June 30th

Cash Transmittals

June 30th

eTravel
(Ariba approvals)

July 1st

eCommerce

We hope you find this communication mechanism valuable in and informative. Our goal is to send out "special edition" biennium newsletters once per month from March through July, to keep you apprised of system cut off dates, provide spotlight articles for various FM groups and provide learning opportunities to those who have never experienced a biennium close, or for those who need a refresher. We highly encourage you to forward this email to anyone you believe could benefit from the information contained within.

What can you expect leading up to and during the biennium close?

Many of the Financial Management groups are busy preparing for the closing of the 2007-2009 biennium. This year, we're trying out a few new ways to keep you informed and to keep information clear, simple and timely. Some ways we're doing this are via:

- Monthly Newsletters (March 2009 - July 2009)
- Enhanced web resources, including policy info and cut-off dates
- eLearning (web based training, when you need it)
- Support teams who are ready to answer your questions

Have questions???

Contact us at pcshelp@u.washington.edu

Spotlight Article

Purchasing

Purchasing Services cut-off dates for the 2007-09 biennium are as follows:

REQUISITION TYPE	CUT-OFF DATE
Major Purchases - equipment and furniture orders over \$15,000 or orders needing long lead time	April 10 2009 at 5:00pm
All other Purchases (including confirming orders)	June 19, 2009

Personal service contracts and orders for equipment over \$5k are subject to the Legislative spending freeze that went into effect on February 18, 2009 and runs until July 1, 2009. If your budget is subject to the freeze, orders can still be put through, however an exemption must be received from the Washington State Office of Financial Management prior to Purchasing's processing of the order.

Information regarding the freeze, including how to request an exemption, can be found on [UW's Planning & Budgeting web page](#).