



Hello all,

As we normally do each spring, the university has begun the process of closing the books for Fiscal Year 2020 ending May 31, 2020. Given the special circumstances surrounding the COVID-19 response on campus, new procurement guidance is provided below to help us close the year while remaining cash neutral. We are in uncharted waters; we need to work together to conserve resources while supporting essential functions.

**Effective immediately, we ask that you limit purchases via requisition, pcard, and expense reimbursement to essential purchasing only.** Essential purchasing includes purchasing of items necessary to successfully transition to an online learning environment for our faculty and students, ongoing research, and ensuring that degrees are conferred this spring. To that end, essential purchases would include costs related to keeping critical campus facilities and infrastructure safe and operational, setting up online course delivery, supplies for residents remaining on campus, and purchases required to keep the university in compliance with federal, state and local regulations. All other purchasing should be deferred to fiscal year 2021.

Invoices for all goods and services received must be submitted to accounts payable to be paid in a timely manner.

Please carefully read the following information related to Purchase Orders, Invoices, Pcard, and expense reimbursement transactions, and share it with your staff and others that you deem appropriate. Contact Snow Rutkowske in Procurement Services at [srutkowske@iit.edu](mailto:srutkowske@iit.edu) or me if you have any questions.

## **Requisitions and Purchase Orders**

**Purchases not critical to the completion of FY2020 operations will be delayed until FY2021.**

- Effective immediately, all FY2020 requisitions will be approved **ONLY** if the goods or service is essential to supporting students, faculty, research, and other critical university operations before June 1, 2020. All other requests will be delayed until FY2021 which begins June 1, 2020.
- Requisitions deemed to be FY2021 activity will be deleted from the system. Departments will be required to re-enter the requisition in Buy It in the new fiscal year.
- Purchases initiated in FY2020 will be applied to FY2020 budgets only to the extent that **deliveries** of goods and services have been received by May 31<sup>st</sup>. Deliveries and services received after May 31, 2020 will be charged to FY2021 budgets. This includes goods and services where delivery is delayed due to COVID-19. .
- Open FY2020 purchase orders will be closed after May 31, 2020, except for those on grant funds, and those actively pending fulfillment. Departments will need to enter new requisitions to encumber funds in **Buy It** for the new FY2021.
- Requisitioning for items to be delivered in FY2021 can begin on and after June 1, 2020. If an order is necessary prior to that date, please contact Procurement Services for assistance.
- If a purchase order covers a service that is delivered both in FY2020 and FY2021 (e.g. software license), please submit the entire requisition against the prepaid account 1923 in Buy It. Procurement Services and General Accounting will then reallocate the FY2020 portion to your current year budgets after invoice payment.

## Invoices

**Invoices for FY2020 purchases must be received by Accounts Payable digitally at [invoicing@iit.edu](mailto:invoicing@iit.edu) for processing no later than 12:00pm on June 12, 2020.**

- If an invoice is **NOT** received by June 12<sup>th</sup> for goods/services provided before May 31<sup>st</sup>, **contact Accounts Payable by June 19<sup>th</sup>** to accrue the expenditure to the FY2020 budget. Invoices for deposits on goods/services provided after May 31<sup>st</sup> will be applied to FY2021 budgets.
- All invoices received **before** May 31<sup>st</sup> for goods/services rendered **after** May 31<sup>st</sup> will be placed into a prepaid account in FY2020 and expensed in FY2021. A prepaid account enables the university to pay the invoice but not apply the payment until the new fiscal year begins.

## P-Card Charges

**For the remainder of the year, p-cards should only be used for essential purchases, as defined above. To ensure compliance with this directive, we will be temporarily suspending discretionary p-card purchasing for most faculty and staff members who are not engaged in active research.** VP's, AVP's, and budget managers will retain p-card purchasing authority. A roundtable discussion on essential purchasing to ensure a shared definition and answer questions will be held for that group tomorrow.

Also remember that charges made using p-cards do not encumber funds and, if not tracked closely, can lead to overspent budgets.

## Travel and Expense Reimbursement Reports

Effective March 11th, all university sponsored travel has been suspended. Please turn in any outstanding travel and expense reimbursement reports within 60 days of the date of travel. Any outstanding Employee Reimbursement Reports for travel and expenses incurred during Fiscal Year 2020 must be completed, approved, and received via email by Madeline Olszak ([molszak@iit.edu](mailto:molszak@iit.edu)) no later than EOB, Friday, June 12, 2020.

Faculty and staff requesting reimbursement for expenses should adhere to the same essential purchasing guidelines detailed above.

## Important Dates Summary

Action and Deadline
Accounts Payable Payment of Invoices – Friday, June 12, 2020, 12:00pm CT Accrual of Invoices – Friday, June 19, 2020, 5:00pm CT
P-Card Charges – May 31, 2020
Employee T&E Reimbursement Forms - Friday, June 12, 2020

Thank you to the entire Illinois Tech community for your partnership in ensuring that we close this unusual year in a responsible way.

Best,

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