

FY 2008 YEAR-END CLOSING CALENDAR

MATERIEL MANAGEMENT (PURCHASING ACTIVITIES)

To be charged to FY2008, it is mandatory that goods and services be received and invoiced on or before June 30, 2008. Regardless of when the requisition was received in Materiel Management, goods and services received after June 30, 2008 will be charged to FY 2009 budgets.

Please remember that as year-end approaches, product availability and commercial delivery schedules become less dependable. The best way to ensure delivery by June 30 is to submit your requisitions early.

Exceptions to the following deadlines may be granted by the Executive Director of Construction and Procurement Services only.

FUNCTION / ACTIVITY	CLOSING DATE / DEADLINE FOR SUBMISSION
ETF Purchases	March 28, 2008
Goods / Services >\$30,000	April 11, 2008
Goods / Services \$5,000 - \$30,000	May 16, 2008
Goods / Services <\$5,000	June 2, 2008
Small Purchase Charge Card	June 30, 2008
Exceptions:	
Sole Source requests >\$50,000	May 2, 2008
Sole Source requests \$1,000 - \$50,000	May 16, 2008
Purchases from ODU / State / VASCUPP Contracts	June 2, 2008