

## SECTION 7: EXPENDITURE DEADLINES

All current unrestricted (budget) funds automatically lapse at the end of each fiscal year (May 31). As such, Gonzaga University departments are responsible for ensuring that all purchases which are meant to be charged to the appropriate fiscal year are completed by the indicated deadlines.

### **Deadlines**

#### Requisitions

To ensure delivery to the University by the end of the fiscal period (May 31), submit requisitions for off-campus purchases prior to the annual purchasing freeze (May 1).

NOTE: Goods and services to be charged against the following fiscal year's budgets may be ordered prior to May 31, provided they are delivered and invoiced on June 1 or later.

#### Receipt of goods and services

The actual receipt of goods and services determines the fiscal period to which the expenditure is charged. Therefore, promptly sign, date, and return the green purchase order copies to University Purchasing for goods and services received.

NOTE: Departments are not to request invoicing in the subsequent fiscal year for goods received in the prior fiscal year.

To ensure an item is charged against the concluding fiscal period's allocations:

- The item must be received by Gonzaga University on or before May 31.
- The green purchase order copy must be returned to University Purchasing.

When only a portion of the goods/services are received, make a copy of the receiving (green) copy, and note on that copy the specific items received by circling those items. Sign and date the copy and send it to University Purchasing at AD Box 81. This will allow for partial payments on the purchase order in the proper fiscal year. When the balance of the order is received, sign and date the receiving (green) copy of the purchase order and return it to University Purchasing at AD Box 81.