

TO: NKU campus community

March 28, 2025

FR: Procurement Services

RE: Procurement Closing Letter FY25 (Faculty and Staff only)

Dear NKU campus community:

The closing of our fiscal year FY25 is rapidly approaching. To assist you with this process, Procurement Services has established a schedule of cutoff dates and instructions for the year-end closing process that are listed below. These dates are established to ensure an orderly closing of the procurement process for the fiscal year ending June 30, 2025. Please share this information with members of your department who may be affected by or involved with year-end closing procurement closing process.

Please read carefully.

2024-2025 Purchase Requisitions (Old Year)

All requisitions for goods or services for FY2024-25, that require delivery prior to July 1, 2025 must be entered in SAP by end of day on **May 12, 2025**. There may be exceptions by referring to the process below, but the hope is that the number of exceptions are limited to critical purchases only. Exceptions will be granted on a case-by-case basis.

1. **Exception 1:** Any requisition after due date of **May 12, 2025**, in SAP, will require prior approval via email by the Director of Procurement Services, [Blaine Gilmore](#).
2. **Exception 2:** Any requisition after due date of **May 19, 2025**, in SAP, will require prior approval via email by Associate VP for Financial Services, [Karen Mefford](#).
3. **Exception 3:** Any requisition after due date of **May 29, 2025**, in SAP, will require prior approval via email by the VP for Admin. & Finance, CFO, [Chris Calvert](#).

Any requisitions for old year in SAP after the due date of **May 12, 2025**, that doesn't have an exception approval email attached to the requisition from the list above, will be deleted by Procurement Services, and notification will be sent via email to the requisitioner.

Note: Purchase requisitions for goods or services not delivered by June 30, 2025 will be charged to your new FY 2025-26 budget. Any deliveries of "old-year" orders not received prior to June 30, 2025 will be encumbered and expended against your new FY 2025-2026 budget.

It is imperative to plan accordingly for goods and services that are needed and to be mindful of your budgets. Also, please take note to delete all "HELD" old and new year requisitions in SAP by **June 30, 2025**. Held requisitions cannot be rolled into FY25 and will be deleted by Procurement Services without notification by **June 30, 2025**.

All requisitions for old year FY25 not approved in SAP **by June 30, 2025 EOD** will be deleted by Procurement Services and will need to be re-entered in new year FY26.

Departments are responsible for deleting any open requisitions to release encumbered funds for old year and must contact Procurement Services to release funds on a PO. Please send email

to purchasing@nku.edu, prior to June 30, 2025, otherwise open old PO45s and PO47s that are not received or invoiced by year end will be forwarded to the new year and charged to your FY26's budget.

Procurement Services will make every attempt to contact and assist departments with old year open PO45s and PO47s. However, it is imperative that each campus department review their budgets for open POs before year end. This can be accomplished by using ZME2K.

Using ZME2K

It is important for business units to review their open purchase orders monthly, and before year end. All campus departments should run ZME2K and review all outstanding 45 and 47 purchase orders in their budget. You can view all open POs requiring goods receiving and/or invoicing on one layout. Please refer to the [Quick Reference Guide to ZME2K](#) for displaying purchasing documents. Please contact the Procurement Services office for assistance.

Purchase Order Receiving:

Special attention should be given to prompt processing of goods receipts for old year. Purchase orders need to be received in the system using MIGO_GR. To be charged against FY 2024-25, goods or services must be delivered prior to **June 30, 2025**, and the MIGO document must be processed by **July 8, 2025**.

Note: Please ensure that all equipment, goods or services are accurately received on campus by June 30, 2025.

Procurement Card

All PCARD purchases need to be made by June 17, 2025, in order to post with a June date as some charges can take two to three days to post on US Bank Access Online. Posting is a function of the merchant; therefore, Procurement Services cannot guarantee any particular charge will be old year. Placing an order with a PCARD does not preclude the requirement of receiving the goods by **June 30, 2025**. All transactions must have a posting date of June 30, 2025, or they will be charged to FY26, no exceptions. [Please login to your account on US Bank Access Online](#) and code your charges as soon as they are posted. Please do not wait until the end of the month to reconcile charges.

The PCARD cycle for June will end on June 25, 2025, all VISA transactions must reconcile by end of day on **Wednesday, July 2, 2025**. VISA transactions for the last **five days of June—26, 27, 28, 29 and 30**—must be reconciled by end of day on **Tuesday, July 8, 2025**. If you have any questions concerning US Bank Access Online, please email [Leslie Schultz](#) and [Holly Vasquez](#).

Deferral

Procurement Card: All PCARD transactions that are for the new fiscal year FY26 will need to be deferred. Examples of deferred charges would be conference registrations or airline tickets for new-year travel and promotional items for new year events etc. Please send an email to [Julie Wainscott](#)

in Accounts Payable with the deferral information. Also, please include the deferral information in the expense description in US Bank Access Online. **Note:** for PCARD deferral for new year please start with FY2026 in the "Expense Description. See example below.

<image002.jpg>

Requisitions: If a requisition covers services like subscriptions or memberships that cross fiscal years, the amount would be split between the fiscal years. Please contact [Holly Vasquez](#) or [Eli Baird](#) in Procurement Services to assist with this process.

Purchase Requisitions (New Year) SAP for FY26 opened on April 1, 2025

New Year purchase requisitions for goods or services that are to be received after June 30, 2025, can be entered into SAP starting on April 1, 2025. New-year requests cannot exceed the allocation to a department. **The requisitions must be clearly marked "NEW YEAR FY26."**

Delivery of new-year orders may not be made until after July 1, 2025 and vendors will be instructed to do so on purchase orders. The Office of Financial Services is responsible for properly coding all expenditure documents to the proper fiscal year, especially if they materially affect the financial records. A \$1000 threshold for materiality has been established as it relates to the recording of documents.

Outstanding PSCs:

Departments are responsible for reporting to Procurement Services any outstanding payables on personal services contracts (PSC) for any work completed prior to June 30, 2025, that has not been invoiced and submitted for payment by **July 14, 2025**. All old year payables not invoiced in SAP will be posted manually and charged against FY 2024-25.

Note: Departments will receive a notification regarding personal services contracts (PSC) via email, about year-end invoicing, renewing or closing the PSC. Please respond promptly.

Contracts and Renewals:

All departmental contracts should be reviewed. The following determinations will need to be made:

1. Are there renewal terms left on the contract?
2. Does this contract need to go out for quotes/bid? (Any contract over \$100,000 requires bid or single source justification per state law. Contracts over \$5,000 require multiple quotes per NKU policy)
3. Is this a single source? (single source justification is required for each renewal)
4. Is this contract completed? (please let procurement know so we can deactivate in Team Dynamix)

All contracts and renewals need to be submitted for approval and legal review in the [Contract Coversheet](#). Once the contract is executed, a purchase requisition can be entered. Any contract over \$1,000 that overlaps multiple fiscal years needs to be deferred. As a reminder, only individuals with specific delegated signature authority are authorized to

negotiate, amend, terminate or execute an NKU contract. Do not sign anything without permission. Additional contract information can be on reviewed on the [Procurement Services Contract webpage](#). Questions can be sent to contracts@nku.edu.

PaymentWorks onboarding

If you have an invoice from a vendor already set up in PaymentWorks—and updates are needed to the vendor record, address change, payment method—the vendor must log back into PaymentWorks and update their vendor information. Procurement Services cannot update vendor information in SAP. [You can send a link to the vendor for reference](#) that will assist our office in expediting any changes needed, so the invoice can be paid on time. All new vendors must be sent an invite in PaymentWorks.

Year End Questions

We look forward to working with each department and making this a smooth year end process. Any questions you have can be sent to purchasing@nku.edu.