



SAO – FINANCIAL MANAGEMENT DEPARTMENT,
SPONSORED PROGRAMS & PROCUREMENT DEPARTMENT

FY 2023 YEAR-END MEMO

DATE: August 21, 2023

SUBJECT: **Year-End Processing of SAO Purchase Requisitions (incl. Change Orders & PO liquidation)**

Dear Colleagues,

With year-end fast approaching, we have included helpful information with regards to Federal, Trust (Overhead and IR&D) along with Contracts & Grants purchase orders that are scheduled to be placed prior to the fiscal year-end.

- **Federal funds - that are due to expire on Sep 30th, 2023 (Fund 000 – Bud Ref 2022)**
FM and SPP will prioritize processing of orders on these funds over all other orders.
- **Trust Overhead and IR&D funds (Fund 401 – Bud Ref 2023)**
All purchases (goods or services) must be delivered/completed and received in PeopleSoft by COB-Friday, Sep 29th, 2023.
 - **It is very important to consider both SAO processing and vendor lead times** when submitting your requisitions to ensure that these orders can be fulfilled by the deadline.
- **Contracts & Grants funds**
Contracts & Grants purchases are not subject to date restrictions.
 - **However, due to a high volume in processing the year-end purchases and change orders** (especially the ones that must be obligated by Sep 30th), it is in your best interest to submit all requisitions well in advance.
- **Purchase Card (PCard) Orders**
All purchase card orders must be placed by Sep 15th, regardless of the funding type.

Thank you for your cooperation.

Regards,

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