State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

Section	Agencies Affected	Number
GENERAL POLICIES	ALL	PRO-D-24
		Effective 3-31-14
		Replaces 4-1-00
Title: CUTOFF DAYS FOR ENCUMBERING FUNDS		Page 1 of 3

AUTHORITY: Wis. Stats. 16.52(6)

SCOPE: - to establish cutoff days for materials submitted to the State Bureau of Procurement, the Document Sales and Distribution Section of the Bureau of Enterprise Fleet, and the Bureau of Publishing and Distribution

CONTENT: I. The following are cutoff days for the processing of Requests for Purchasing Approval/Authority (RPAs) and purchase orders by the State Bureau of Procurement.

A.	All Requests for Purchasing Approval/ Authority (RPAs), complete with all required information, will be received at the State Bureau of Procurement by this day to allow sufficient processing time if an order is to be issued chargeable to the current fiscal year appropriations. The Consolidated Agency Purchasing Services (CAPS) agencies' deadline for submittal of RPAs, complete with all required information, is April 2. (For exceptions, note paragraph D., Emergency Situations.)	April 10 of the Current Fiscal Year
B.	Orders encumbered by purchasing officers in delegated subunits will reach the respective central purchasing office by 4:00 p.m. this day.	Last Working Day of May
C.	All purchase orders issued will be encumbered ($100 and larger) by 4:00 p.m. this day to use current fiscal year funds. Purchase orders will be dated the day they are written. In June, purchase orders may be issued if necessary to communicate a need but funds cannot be encumbered for the current fiscal year. After services are provided and invoiced, agencies may issue direct pays. An agency having an encumbrance system that requires approval to post to WiSMART after the last working day of May will contact the State Controller's Office.	Last Working Day of May

D. All emergency or last minute situations that occur after these deadline cutoff days are to be referred to the State Bureau of Procurement by contacting the chief of the section that is responsible for that commodity or contractual service. — Emergency Situations

E. RPAs for the following fiscal year may be submitted at any time, but will be coded and numbered for the new fiscal year. — New Fiscal Year Appropriations

II. The following are cutoff days for encumbering funds for printing, materials, and services ordered from the Document Sales and Distribution Section of the Bureau of Enterprise Fleet and the Bureau of Publishing and Distribution.

> In June, orders may be issued to communicate a need; however, the funds cannot be encumbered for the current fiscal year. After services are provided and invoiced, agencies may issue direct pays. An agency having a system that requires encumbrance will contact the State Controller's Office for assistance.

A. Bureau of Enterprise Fleet

1. Forms Center (standard statewide forms) — Last Working Day of May

   (Forms Order, Form DOA-3331)

2. Document Sales and Distribution — Last Working Day of May

   (Document Sales Order, Form DOA-3330)

B. Bureau of Publishing and Distribution

1. Inserting and Labeling — Last Working Day of May

   (Mail Services Order, Form DOA-3357)

2. Publishing Services — Last Working Day of May

   (Publishing Services Order, Form DOA-3055)

NOTE: Requisitions and orders should have the financial data block completed to allow encumbering of current year funds if desired. Requisitions and orders for the following fiscal year may be submitted in June, but will be clearly coded and tagged for that year.

Authorized:

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State Bureau of Procurement