2018 Fiscal Year-end Date Summary

- 6/15/2018 ProCard purchases must POST in WORKS
- 6/15/2018 Last day to place office supply orders for FY2018 (by 5 pm)
- 6/26/2018 Last day to process ECU Storeroom counter ticket purchases
- 6/27/2018 Last day for receiving goods in Purchasing Port
- 6/28/2018 Last check run of the year
- 6/28/2018 Last day to process ECU Storeroom orders via Purchasing Port
- 6/30/2018 Last day of Fiscal Year 2018

For more year-end details, please read the Materials Management important dates and guidelines.

Month End Schedule   Report Information   Upcoming Training   Contacts

Delete / Cancel / Remove / Liquidate Purchase Orders

All departments are asked to closely review open Purchase Orders and ensure that all receiving is complete in Purchasing Port. Never complete the receiving step prior to the goods/services being received. Another reason a PO is listed on the open encumbrance list could be that Accounts Payable has not yet received an invoice. Research and then contact the vendor to request an original invoice. To view an open purchase order list go to SSB Encumbrance Query. If a purchase order needs to be deleted/canceled/removed/liquidated, follow these instructions Purchase Order liquidation process. It is very important to delete/cancel/remove/liquidate outstanding purchase orders that have been canceled by phone/email but not deleted in Purchasing Port.