

# University of Illinois System Offices

## PROCEDURES AND DEADLINES FOR RENEWING OR ESTABLISHING ANNUAL ORDERS FOR FY2020 / FY2019 ENCUMBRANCES

**Please distribute to all personnel involved in establishing new annual orders or renewing annual (including multi-year) orders.**

The following contains important information regarding 1) policy requirements for annual orders and 2) procedures and deadlines for FY2020 renewals/new annual orders and FY2019 encumbrances.

### Requirements

- It is recommended that iBuy be used for all orders with standard (net 30) payment terms.
- Banner must be used for any order with non-standard (i.e. other than net 30) payment terms.
- A single iBuy standing order line item cannot exceed \$999,999. If an iBuy standing order of \$1 million or more is required, the standing order should be split into multiple equal line items, each less than \$1 million.

Standing Orders should be used to establish a contract with a vendor for which there are continuing, multiple requirements on an "as needed" basis throughout the fiscal year for certain supplies or services. The amount of the standing order should be your total estimated spend for all items expected to be ordered. Vendors for standing orders estimated to exceed \$50,000 annually will be subject to requirements for registration with the State Board of Elections and submission of Financial Disclosures and Conflicts of Interest Forms.

Small Purchases \$10,000 to \$100,000 require multiple quotes, including from small and diverse businesses. Such quotes can be informal (e.g., via telephone or email). The multiple quotes must be documented in iBuy Internal Notes, or attached in iBuy Internal Attachments, and must identify the vendors which provided the quotes and the method by which the quotes were obtained; or the reasons why multiple quotes, including from small and diverse businesses, were not obtained.

Sole Source and Exempt procurements (e.g., professional memberships, subscriptions, athletic/artistic/musical performances or events, sponsored research, or medical supplies and services necessary for delivery of care and treatment at UI Health facilities) still require creation of a requisition, regardless of amount. System Purchasing will identify other requirements, as applicable, to process Sole Source and Exempt procurements.

## Deadlines

For FY2020 purchase requirements needing a start date of 7/1/2019, it is essential that departments submit requisitions in a timely manner to allow sufficient time to process renewals (if any are available), or competitive bids, RFPs, Exemptions, or Sole Sources, prepare recommendations for the Board of Trustees, if necessary, and obtain all necessary approvals, to issue an annual order by July 1<sup>st</sup>.

Purchase Request Amount	Date Due in System Purchasing
\$1,000,000 or more per fiscal year for supplies, general services and/or professional and artistic services, including sole sources and exemptions, requires Board of Trustees approval. <b>Requisitions need to be submitted to System Purchasing with adequate time to obtain the necessary BOT approvals.</b>	February 4, 2019 Last FY19 BOT Mtg. Date is May 16, 2019
Greater than \$100,000 to \$999,999 for supplies and general services, including sole sources.	February 4, 2019
\$100,000 to \$999,999 for professional and artistic services (Law, Accounting, Dentistry, Clinical Psychology, Medicine and Custom Art), including sole sources.	February 4, 2019
\$50,000 to \$100,000 for supplies, general services and professional and artistic services.	March 4, 2019
\$10,000 to \$49,999 for supplies, general services and professional and artistic services	April 1, 2019

## How to Renew an Annual Order - Copying an Existing Purchase Order

- The most efficient and accurate procedure for submitting requisitions for FY2020 renewals is: 1) For **iBuy Orders**: copy the previous year's requisition to a new cart using the [Requisition Editing job aid](#) ; or 2) For **Banner Orders**: copy the currently existing Banner purchase order into a new requisition using the [Requisition Processing \(PO 101\) Job Aid Copying Banner Purchase Orders for Renewal Orders](#). Please consider whether a prior Banner order could be submitted in iBuy.
- When copying previous year's requisition in iBuy make sure to update the Purchasing Dept. and Purchasing Supervisor in your "Accounting Codes" section to "Purchasing UofI Admin" for routing to System Purchasing:

Accounting Codes				
Program	Activity	Location	Purchasing Dept	Purchasing Supervisor
100099-9 test test	no value	no value	Purchasing UofI Admin	Purchasing UofI Admin

- ACCOUNTING DATE/TRANSACTION DATE – FY2020 orders must have a July 1, 2019 or later Accounting Date (iBuy Orders)/Transaction Date (Banner Orders)**
- REQUESTED DELIVERY DATE/DELIVERY DATE: If the FY2020 order will be used for the entire year, make the Requested Delivery Date (iBuy Orders) or Delivery Date (Banner Orders) June 30, 2020.

- Enter the previous fiscal year Purchase Order number in the "Internal Notes" field for iBuy orders and in the "Comments" field for Banner orders: e.g., P0307737 (FY19). All other information should be entered in the "Internal Notes"/"External Notes" sections for iBuy orders or the "Document" or "Item" text fields for Banner orders.
- After copying the previous requisition/existing purchase order information into the new requisition, the department should review and update text, dates, notes and any other relevant information, and submit the requisition to System Purchasing for renewal of the order. Please make sure to update information regarding solicitation posting number in the iBuy "Internal Notes" or Banner "Comments" field.
- For requisitions initiated in iBuy, users will receive an iBuy email notification when a purchase order is created that includes the purchase order number (unless the user has turned off such notifications in their notification settings).
- Banner requisition support documentation should be e-mailed to [procurement@uillinois.edu](mailto:procurement@uillinois.edu) referencing the requisition number.

## Encumbrances

Fiscal Year 2019 will end on June 30, 2019. Completed and approved requisitions for purchases of supplies and services that are to be charged to your Fiscal Year 2019 budget must be received in System Purchasing by the dates listed in the deadlines section to ensure encumbrance of funds in FY2019. **Purchase orders issued after July 1 will be charged to your FY2020 budget.**

## Who to Contact

### System Purchasing and Support Services

[procurement@uillinois.edu](mailto:procurement@uillinois.edu)

(217) 333-9BUY (9289)