PROCEDURES AND DEADLINES FOR RENEWING OR ESTABLISHING ANNUAL ORDERS FOR FY2022 / FY2021 ENCUMBRANCES

For System-level Offices (Chart 9) Only

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 FY2022 renewals/new annual orders and FY2021 encumbrances.

Requirements

- It is recommended that the new iBuy Purchase Requisition Form or Standing Order Form be used for all orders.

- FY22 is the last year Banner requisitions will be accepted for renewals. However, we encourage you to submit iBuy requisitions for FY22.

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.

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. The Purchase Requisition Form and the Standing Order form in iBuy captures the information formerly required in the Small Purchase Waiver Form making this form no longer required.

Sole Source and Exempt procurements (e.g., professional memberships, subscriptions, athletic/artistic/musical performances or events, or sponsored research 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 FY2022 purchase requirements needing a start date of 7/1/2021, 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 1st.
### Purchase Request Amount

<table>
<thead>
<tr>
<th>Purchase Request Amount</th>
<th>Date Due in System Purchasing</th>
</tr>
</thead>
<tbody>
<tr>
<td>$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. Requisitions need to be submitted to System Purchasing with adequate time to obtain the necessary BOT approvals.</td>
<td>January 15, 2021</td>
</tr>
<tr>
<td>Greater than $100,000 to $999,999 for supplies, general services, and professional and artistic services (Law, Accounting, Dentistry, Clinical Psychology, Medicine, and Custom Art).</td>
<td>Last FY21 BOT Meeting Date is May 20, 2021</td>
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<td>$50,000 to $100,000 for supplies, general services and professional and artistic services.</td>
<td>March 12, 2021</td>
</tr>
<tr>
<td>$10,000 to $49,999 for supplies, general services and professional and artistic services</td>
<td>April 2, 2021</td>
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### How to Renew an Annual Order - Copying an Existing Purchase Order

- Due to the addition of the new Purchase Requisition Form and the new Standing Order form in iBuy, requisitions will need to be created from scratch for FY2022 renewals (copy the relevant information from the current year's purchase order). Going forward, the POs issued this year will be able to be copied to a new cart. 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.

- **ACCOUNTING DATE/TRANSACTION DATE** – FY2022 orders must have a July 1, 2021 or later Accounting Date (iBuy Orders)/Transaction Date (Banner Orders). Note, any PO with an accounting date of 7/1/2021, will not be able to have a payment made under the PO prior to this date.

- **REQUESTED DELIVERY DATE/Delivery Date:** If the FY2022 order will be used for the entire year, make the Requested Delivery Date (iBuy Orders) or Delivery Date (Banner Orders) June 30, 2022.

- Enter the previous fiscal year Purchase Order number in the “Internal Notes” field for iBuy orders and in the “Document Text” for Banner orders: e.g., P0307737 (FY21). 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 Vendor ID if necessary, 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 referencing the requisition number.

**Encumbrances**

FY2021 will end on June 30, 2021. Completed and approved requisitions for purchases of supplies and services that are to be charged to your FY2021 budget must be received in System Purchasing as soon as possible. **Purchase orders issued after July 1, 2021 will be charged to your FY2022 budget.**

**Who to Contact**

System Purchasing and Support Services
procurement@uillinois.edu
(217) 333-9BUY (9289)