



**UIUC/UIS
PROCEDURES AND DEADLINES FOR RENEWING OR ESTABLISHING
ANNUAL
ORDERS IN BANNER FOR FY 2016 / FY 2015
ENCUMBRANCES**

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

The following information includes policy changes in annual orders, procedures and deadlines for FY 2016 renewals, establishing new annual orders, purchase recommendations for Board of Trustees approval and FY 2015 encumbrances.

Requirements

Annual standing orders for FY 2016 will **NOT** be established for:

- Orders that have not had any expenditure in the last fiscal year*;
- Orders for iBuy catalog vendors for which strategic contracts have been developed; see iBuy for a complete list of vendors.
- Orders for competitors of iBuy catalog vendors.*
- Low dollar orders (approximately \$5,500 or less) will be reviewed to determine if a standing order is the appropriate document for processing these transactions. Departments are encouraged to handle these transactions via P-Card or iBuy catalog or non-catalog, if appropriate. Orders that do not meet P-Card or iBuy requirements can be handled via regular orders as needed.

***NOTE:** Departments who feel they have a valid procurement request for a competitor of an iBuy catalog vendor or are requesting a Standing Purchase Order (SPO) for emergency purposes may complete a [UIUC Standing Order Exception Request Form](#). This exception request must have the proper approvals and be submitted as an attachment to the requisition.

Deadlines

It is essential that departments submit requisitions in a timely manner to allow sufficient time to process competitive bids or RFPs, prepare recommendations for the Board of Trustees, if necessary, and obtain necessary approvals to issue an annual order by July 1.

Purchase Request Amount	Date Due in UIUC Purchasing
Renewals of \$1,000,000 or more for commodities, general services and/or professional and artistic services, including sole sources require Board of Trustees approval. Requisitions need to be submitted to Purchasing in adequate time to obtain the necessary BOT approvals.	January 1, 2015 Last FY15 BOT Mtg. Date May 7, 2015
\$55,400 to \$999,999 for commodities and general services, and sole sources.	January 1, 2015
\$20,000 to \$999,999 for professional and artistic services	January 1, 2015
\$25,000 to \$55,400 for commodities and general services	February 1, 2015
Up to \$19,999 for professional and artistic services	March 1, 2015
Between \$5,000 and up to \$24,999	April 1, 2015
Up to \$77,700 for construction and construction-related services	April 1, 2015

How to Identify Your Department Annual Orders

Departments may access a listing of regular and standing orders that were completed for FY15 with the Transaction Date of 7/1/2014 and/or delivery date of 6/30/15. The campus based reports are located on the [Reports](#) page of the Purchases Web site.

It is the department's responsibility to determine what orders need to be renewed and determine if transactions that do not appear on the report need to be submitted. It is the department's responsibility to submit the required requisitions by the deadlines stated above.

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

- The most efficient and accurate procedure for submitting FY16 renewal requisitions is to 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](#).

Encumbrances

- ✓ **Transaction Date** – FY 16 orders must have a July 1, 2015 transaction date or later.
- ✓ **Delivery Date** - If the order will be used for the entire year, make the delivery date June 30, 2016.
- **Springfield Only – Please enter the previous fiscal year Purchase Order number in the “Comments” field: e.g., P0307737 (FY15). All other information should be entered in the “Document” or “Item” text fields.**
- After copying the existing Banner purchase order information into the new requisition, the department can review and update contract dates, along with any relevant information, and submit the requisition to Purchasing for renewal of the order. If appropriate, please **add, change, delete, or expand information regarding source of pricing, such as RFP or Sealed Bid numbers; Vendor quote number; contract number; Statewide contract numbers associated with CMS, IPHEC, or Novation; and any other source of pricing.**
- Once the new orders are processed, the new FY 16 purchase order numbers will be posted on EDDIE [Decision Support - EDDIE Login](#) under **Corporate Categories > Finance > Purchasing > IPO_Departmental_Requisition** report.

Encumbrances

Fiscal Year 2015 will end on June 30, 2015. Completed and approved requisitions for purchases of goods and services that are to be charged to your Fiscal Year 2015 budget must be received in the Purchasing Division by the dates listed in the deadlines section to ensure encumbrance of funds in FY 2015. **Purchase orders issued after July 1 will be charged to your Fiscal Year 2016 budget.**

Who To Contact

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