

# CFS – 24/25 OPEN PURCHASE ORDERS

## **SMCMP Expediting Report will continue to be sent out to Requesters.**

- Open POs with a \$0 encumbrance will be closed by the Buyer/Contract Analyst.
- Requesters to let Procurement know what 24/25 POs need to remain open through June 30.
  - These will be closed out \*August 15.

## **Contact your suppliers and get invoices into Accounts Payable ASAP.**

- Final invoices should be marked as “Final” before sending to AP so that the PO can be closed.

## **NEW! No more accruals for SMCMP funds.**

- Accruals are still required by Auxiliary Accounting for all Auxiliary funds.
- Accruals for SMFND should be reported, by the requester, to Deborah Davis.
- Corporation will be reaching out to requesters regarding SMURS fund accruals.

# P2P CSUBUY – 24/25 OPEN PURCHASE ORDERS

## No SMXMP or SMXFD Expediting Report will be sent out to Requesters by Procurement.

- Requesters will be responsible for their PO encumbrance balances and any required accruals.
- Requesters can run a query in P2P to view all requisitions/POs. There is an Export Reports guide that can be found on the Procurement P2P page under Training Resources.
- Requesters can run an Open PO report in Data Warehouse.

## Submit Request to Close PO form to close out POs.

## Submit Change Request to decrease funds.

## No more accruals for SMXMP funds.

- Accruals are still required by Auxiliary Accounting for all Auxiliary funds.
- Accruals for SMXND funds should be reported, by the requester, to Deborah Davis.
- Corporation will be reaching out to requesters regarding SMURS fund accruals.

