

Columbus State University
SAS, Purchasing and Accounting Services
Preliminary FY2023 Year End Deadlines

Deadline		Estimated Value	Additional Requirements/Notes
Friday 04/07/2023 COB 5:00 PM	Requests for Proposals (RFPs).	All	Please note that the average processing time for RFP scope development to contract award is four to six months. RFPs will be awarded in FY23.
Friday 04/14/2023 COB 5:00 PM	All technology related quote requests must be requested in the eQuest system before the cut-off date.	All	Requesters must go through eQuest to request a quote from SAS before an ePro Requisition can be created.
Friday 04/21/2023 COB: 5:00PM	All eQuests to SAS for ePro Requisitions that are not from State, BOR or Agency contracts and items classified as exempt.	All	Please make sure CARFs have been submitted and the Supplier Information Form (SIF) has been requested.
Friday 04/28/2023 COB 5:00 PM	Request for Quotations (RFQs). An RFQ must be exercised for expenses not already on State, BOR, or Agency contracts.	\$25,000-\$100,000	Please make sure CARFs have been submitted and the Supplier Information Form (SIF) has been requested.
Friday 04/28/2023 COB 5:00 PM	All eQuests to SAS for purchases from State, BOR or agency contracts, and items classified as exempt. This includes Marketplace orders.	All	Please make sure CARFs have been submitted.
Friday 05/12/2023 COB 5:00 P	Last day to make P-card purchases. Verify with your suppliers that automatic renewals/subscriptions are processed and finalized before May 13,2023.	All	You must request pre-approval(s) before any P-card purchase. All transactions must be posted to the Bank of America platform no later than May 30, 2023. Transactions that post in Works after 06/30/2023 will be applied to FY24 funds.

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Deadline		Estimated Value	Additional Requirements/Notes
Friday 05/26/2023 COB 5:00 PM	Request for Reimbursements from funds 10000, 10500, and 10600	All	Requester must make sure that funds are available to process payments. Request of any checks that use any FY 23 funds.
Friday 06/09/2023 COB 5:00 PM	Requests for FY 23 Travel Reimbursements.	All	Receipts must be attached to all requests and must have proper approvals.
Friday 06/09/2023 COB 5:00 PM	Last day to turn in Agency Purchase Orders for either payment to a supplier or reimbursement of expenses.	All	Request of any checks that use any FY 23 funds.
Friday 06/09/2023 COB 5:00 PM	Request of any checks that use any FY 23 funds, except for funds 10000, 10500, and 10600	All	Requester must make sure that funds are available to process payments.
Friday 06/16/2023 COB 5:00 PM	Request and Return Petty Cash	All	Any remaining petty cash must be returned to the Bursar's office

Contacts:

SAS – shared_services@columbusstate.edu

Purchasing – purchasing@columbusstate.edu

Accounting Services – accounting_services@columbusstate.edu

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Contact Information for Special Routing Approvals

- Technology related purchases, including software, computers, laptops, iPads, net books, printers, keyboards, A/V equipment and other miscellaneous computer and peripheral equipment. For the most current UITs policy on such purchases, contact the [CSU Purchasing Department](#). Requesters must secure prior approval from UITs by requesting a quote through the CSU eQuest system before they create a purchase request.
- Contracts and service agreements that are not university or statewide contracts must be submitted to the Office of General Counsel for approval using the Online Contract Submission Form:
<https://legalaffairs.columbusstate.edu/contract-approval.php>

Special Notes

- Prepay- Most services that will lapse before July 1, 2023 can be prepaid. The pre-payment will be expensed against the FY 2024 budget.
- If you have not submitted to Purchasing all RFP/RFQ requirements in complete form by deadlines noted, Purchasing cannot guarantee a contract award prior to end of the current fiscal year. After the deadlines noted, you can and should continue to submit future RFP/RFQ requirements to Purchasing to begin the solicitation process as soon as possible for the next fiscal year. Please visit the [CSU Purchasing Department](#) website for all up to date purchasing policies and procedures.