
Supply Chain Management

MEMORANDUM

April 2, 2019

TO: Vice Presidents
Department Chairpersons
Directors and Facility Administrators
Department Administrators
Business Managers

FROM: Douglas Dennis, Executive Director
Supply Chain Management

SUBJECT: FY19 Year End Close / FY20 Ordering Information

Please see below for important information about FY19 Year End Close and FY20 Ordering.

Fiscal Year 2019 Requisitions – All Indexes

All FY 2019 requisitions for \$40,000 or more, including requisitions for FY 2020 waiver requests and associated contract, must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, April 20, 2019. Requisitions and associated contracts between \$10,000 and \$39,999 must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on Friday, May 31 2019. Exceptions will be reviewed by Purchasing Management on a case-by-case basis.

Requisitions for \$10,000 or less may be submitted as FY20 transactions until Friday, June 14, 2019.

Fiscal 2020 Transaction Processing

You may begin submitting FY20 requisitions via the MarketPlace e-procurement solution on **Monday, April 22, 2019**. Please indicate **“July 1, 2019”** as the transaction date for all FY20 requisitions, otherwise the funds will be taken out of your 2019 budget. In addition, please reference **“FY20 order”** under the Internal Notes area. Detailed transaction processing information is available directly from the MarketPlace home page, or at www.uhnj.org/purchweb.

Please review your Unit’s current Purchasing Contracts report, which can be obtained thru the Banner e-print report repository, when preparing your FY20 requisitions. The Contract status and term information are provided and updated monthly. For any questions, please contact Purchasing at uhpurchasing@uhnj.org or call main number 973-972-1109.

If you are preparing a requisition for a standing order or service that you used last fiscal year, and the contract is still in effect, you may want to copy your previous order in MarketPlace under the “Copy to New Cart” function from your last year’s requisition to a new one.

Standing orders must contain the entire anticipated spend amount for the fiscal year. Please be advised if you are copying a requisition from the previous fiscal year, the total spend amount will not contain the current total spend amount if order modifications have been processed for the standing order. You can obtain the current purchase order spend amount by querying the purchase order number in MarketPlace and/or checking the Banner encumbered total amount.

Supply Chain Management
Submission of FY 2020 Waiver Requests for Contracts with July 1, 2019 Start Date

Please note that FY 2020 waiver requests for contracts \$40,000 or greater that must begin by July 1, 2019 (start of FY 2020) **must be submitted by Friday, April 26, 2019**. All waivers \$100,000 or more must be reviewed and approved by the Finance Department and requests over \$1M by the Board of Trustees. These waivers must be submitted to Supply Chain Management for approval at the May Board of Directors meeting in order for the contracts to be effective July 1, 2019.

Failure to submit these waivers and associated contracts by the **Friday, April 26, 2019** will result in the waivers being deferred for approval until, at the earliest, the July meeting of both the Finance Committee and the Board of Trustees.

Waiver requests for contracts less than \$100,000 that must begin by July 1, 2019 (start of FY20) **must be submitted by Tuesday, April 30, 2019** to allow sufficient time for the contract approval process and for Purchasing Services to obtain the required compliance documents from the vendor in order to issue a purchase order for the contract.

Departments are strongly encouraged not to wait until the deadlines for submission of waiver requests for contracts that must begin July 1, 2019. Waiver requests may be submitted without an accompanying requisition. Failure to submit expiring waivers and associated contracts by May 1, 2019 will cause a delay in processing. They will be put in a queue for completion after 7/1/2019 and you will not have a contract in place to start the new fiscal year services.

REMINDER: All waiver requests require the pre-approval of the Waiver Coordinator before the waivers and any associated contracts may be submitted for approval. Waiver requests must be submitted through purchasing@uhnj.org and include Bid Waiver Application and Executive Summary. Once the Bid Waiver Application is received by the Waiver Coordinator, it will be reviewed. If additional information is required on the form or executive summary, Coordinator will contact the department. Upon receipt of the approved and signed Waiver form and executive summary, the request will be submitted to the Executive Director of Supply Chain Management for review, and routed for approvals and signatures through UH Management.

If you have any questions pertaining to the FY 2019 year-end closing or FY 2020 transaction processing, please submit them via e-mail to uhpurchasing@uhnj.org.

Important Dates:

Description	Deadline Date
FY2019 Requisitions and contracts over \$40,000	Friday, April 26, 2019
FY2019 Requisitions and contracts between \$10,000 and \$39,999	Friday, May 31, 2019
FY2019 Requisitions below \$10,000	Friday, June 14, 2019
FY2020 Bid Waivers and contracts over \$40,000 and/or start date of July 1, 2019	Friday, April 26, 2019
FY2020 Requisitions and contracts effective July 1, 2019 - Begin entering in system on Monday, April 22, 2019	

Thank you for your cooperation.

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 C: Judith Persichilli, Acting CEO
 Thomas Daly, CFO
 Eve Borzon, COO
 Annette Hastings, CAO