
Supply Chain Management

MEMORANDUM

April 11, 2024

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

FROM: Robert Sharbaugh, Executive Director
Supply Chain Management

SUBJECT: **FY24 Year End Close / FY25 Ordering Information**

Please see below for important information about FY24 Year End Closing and FY25 Opening.

Fiscal Year 2024 Requisitions – All Indexes

All FY 2024 requisitions that require a new Alternative Procurement request and associated contract, must be approved by your fiscal representative and received in Purchasing Services no later than the close of business on **Friday, May 3, 2024**.

FY 2024 requisitions for between \$17,500 and \$150,000 with three (3) quotes attached must be received in Purchasing Services no later than **Friday, May 17, 2024**.

FY 2024 requisitions for \$17,500 or less, and all requisitions against an existing contract may be submitted as FY24 transactions until **Friday, June 7, 2024**.

Requisitions submitted after the above cut-off dates will be reviewed by Purchasing Management on a case-by-case basis and processed timely if possible.

Fiscal Year 2025 Transaction Processing

You may begin submitting FY 2025 requisitions via the MarketPlace e-procurement solution on **Monday, May 6, 2024**. You must indicate **"July 1, 2024"** as the transaction date for all FY25 requisitions, otherwise the funds will be taken out of your FY 2024 budget. In addition, please reference **"FY25 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 FY25 requisitions. The Contract status and term information are available in MarketPlace. For any questions, please contact Purchasing at uhpurchasing@uhnj.org or call the 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 that if you're replicating a requisition from the prior fiscal year, the total spend won't reflect the current amount if there have been adjustments made due to increases on 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 2025 Alternative Procurement Requests for Contracts with July 1, 2024 Start Date

ALL FY 2025 Alternative Procurement requests for contracts that must begin by July 1, 2024 (start of FY 2025) **must be submitted by Friday, May 3, 2024**. Departments are strongly encouraged not to wait until the deadline to submit alternative procurement requests for contracts that must begin July 1, 2024. Alternative Procurement requests may be submitted without an accompanying requisition. Failure to submit alternative procurements and associated contracts by May 3, 2024 will cause a delay in processing. They will be put in a queue for completion after all timely requests, and you may not have a contract in place to start the new fiscal year services.

Alternative Procurement requests must be submitted through uhpurchasing@uhnj.org and include Alternative Procurement Request, Executive Summary and quote or contract. The Alternative Procurement Request will be reviewed by Procurement. If additional information is required on the form or executive summary, Procurement will contact the department. When complete, the request will be submitted to the Executive Director of Supply Chain Management for review and routed for all required approvals.

If you have any questions pertaining to the FY 2024 year-end closing or FY 2025 opening, please submit them via e-mail to uhpurchasing@uhnj.org.

Important Dates:

| Description | Deadline Date |
|---|----------------------|
| FY 2024 Requisitions and contracts that require a new or supplemental Alternative Procurement | Friday, May 3, 2024 |
| FY 2024 Requisitions and contracts between \$17,500 and \$150,000 with three (3) quotes attached | Friday, May 17, 2024 |
| FY 2024 Requisitions below \$17,500 or written against an existing contract | Friday, June 7, 2024 |
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| FY 2025 Alternative Procurements and contracts with a start date of July 1, 2024 | Friday, May 3, 2024 |
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| FY 2025 Requisitions and contracts effective July 1, 2024 - Begin entering in system on Monday, May 6, 2024 | |

Thank you for your cooperation.

C: Ed Jimenez, CEO
Franklin Hickey, COS
Anna Michelle Brandt, COO
J. Gary Huck, CFO
McKenzie Wilson, CLO
Maria Lariccia Brennan, CNO
Iris Herrera, Interim CMO
Paul Contino, CIO
Lois Greene, CSIHEO
Raquel Morian, CHRO
Astara Crews, CCO