
Supply Chain Management

MEMORANDUM

March 26, 2025

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

FROM: Robert Sharbaugh, Executive Director
Supply Chain Management

SUBJECT: Revised - FY25 Year End Close / FY26 Ordering Information

Please see below for important information about FY25 Year End Closing and FY26 Opening.

Fiscal Year 2025 Requisitions – All Indexes

All FY 2025 requisitions that require a new Alternative Procurement request and associated contract, must be approved by your fiscal representative and received in Purchasing Services, with the Alternative Procurement Request and draft Executive Summary, no later than the close of business on **Friday, April 18, 2025**.

FY 2025 requisitions for between \$50,000 and \$250,000 with three (3) quotes attached must be received in Purchasing Services no later than **Friday, May 23, 2025**.

FY 2025 requisitions for less than \$50,000 and all requisitions against an existing contract may be submitted as FY25 transactions until **Friday, June 6, 2025**.

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 2026 Transaction Processing

You may begin submitting FY 2026 requisitions via the MarketPlace e-procurement solution on **Monday, April 21, 2025**. You must indicate "**July 1, 2025**" as the transaction date for all FY26 requisitions, otherwise the funds will be taken out of your FY 2025 budget. In addition, please reference "**FY26 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 FY26 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 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 2026 Alternative Procurement Requests for Contracts with July 1, 2025 Start Date

ALL FY 2026 Alternative Procurement requests for contracts that must begin by July 1, 2025 (start of FY 2026) **must be submitted by Friday, April 25, 2025**. Departments are strongly encouraged not to wait until the deadline to submit alternative procurement requests for contracts that must begin July 1, 2025. Alternative Procurement requests may be submitted without an accompanying requisition. Failure to submit alternative procurements and associated contracts by **April 25, 2025** 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.

REMINDER: Alternative Procurement requests must be submitted through uhpurchasing@uhnj.org and include Alternative Procurement Request, Executive Summary and quote or contract in a word format. The Alternative Procurement Request will be reviewed by the Alternative Procurement Coordinator. If additional information is required on the form or executive summary, Coordinator 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 2025 year-end closing or FY 2026 opening, please submit them via e-mail to uhpurchasing@uhnj.org.

Important Dates:

Description	Deadline Date
FY 2025 Requisitions and contracts that require a new or supplemental Alternative Procurement	Friday, April 18, 2025
FY 2025 Requisitions and contracts between \$50,000 and \$250,000 with three (3) quotes attached	Friday, May 23, 2025
FY 2025 Requisitions below \$50,000 or written against an existing contract	Friday, June 6, 2025
FY 2026 Alternative Procurements and contracts with a start date of July 1, 2025	Friday, April 25, 2025
FY 2026 Requisitions and contracts effective July 1, 2025 - Begin entering in system on Monday, April 21, 2025	

Thank you for your cooperation.

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C: Ed Jimenez, CEO
Anna Michelle Brandt, COO
Franklin Hickey, COS
J. Gary Huck, CFO
McKenzie Wilson, CLO
Maria Lariccia Brennan, CNO
Iris Herrera, CMO
Lois Greene, CSIHEO
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