
Supply Chain Management

MEMORANDUM

March 23, 2026

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

FROM: Robert Sharbaugh
Executive Director
Supply Chain Management

SUBJECT: FY26 Year End Close / FY27 Ordering Information (Revised)

Please see below for important information about FY26 Year End Closing and FY27 Opening.

Fiscal Year 2026 Requisitions – All Indexes

All FY 2026 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 10, 2026**.

FY 2026 requisitions for between \$50,000 and \$250,000 with three (3) quotes attached must be received in Purchasing Services no later than **Friday, May 29, 2026**.

FY 2026 requisitions for less than \$50,000 and all requisitions against an existing contract may be submitted as FY26 transactions until **Monday, June 15, 2026**.

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 2027 Transaction Processing

You may begin submitting FY2027 requisitions via the MarketPlace e-procurement solution on **Monday, April 21, 2026**. You must indicate "**July 1, 2026**" as the transaction date for all FY27 requisitions, otherwise the funds will be taken out of your FY2026 budget. In addition, please reference "**FY27 order**" under the Internal Notes area. Detailed transaction processing information is available directly from the MarketPlace home page, or at <https://uhnjorg.sharepoint.com/>.

Please review your Unit's current Purchasing Contracts report, which can be obtained thru the Banner e-print report repository, when preparing your FY27 requisitions. The Contract status and term information are available in MarketPlace. For any questions, please contact Purchasing at uhpurchasing@uhnj.org.

If you are preparing a requisition for a standing order or service that was used in the prior fiscal year and the contract remains in effect, you may copy your previous order in MarketPlace by using the "Copy to New Cart" function from last year's requisition to create a new one.

Standing orders must reflect the full anticipated spend for the fiscal year. Please note that if you copy a requisition from a prior fiscal year, the total may not reflect the current spend if modifications have been made to the standing order.

To confirm the current purchase order spend amount, please query the purchase order number in MarketPlace and/or review the encumbered total using **FWIENCD** in Banner ([Application Navigator](#)).

Supply Chain Management

Submission of FY2027 Alternative Procurement Requests for Contracts with July 1, 2026, Start Date

ALL FY2027 Alternative Procurement requests for contracts that must begin by July 1, 2026 (start of FY2027) **must be submitted by Friday, April 3, 2026**. Departments are strongly encouraged not to wait until the deadline to submit alternative procurement requests for contracts that must begin July 1, 2026. Alternative Procurement requests may be submitted without an accompanying requisition. Failure to submit alternative procurements and associated contracts by **April 3, 2026**, 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, quote and/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 FY2026 year-end closing or FY2027 opening, please submit them via e-mail to uhpurchasing@uhnj.org.

Important Dates:

Description	Deadline Date
FY2026 Requisitions and contracts that require a new or supplemental Alternative Procurement	Friday, April 10, 2026
FY2026 Requisitions and contracts between \$50,000 and \$250,000 with three (3) quotes attached	Friday, May 29, 2026
FY2026 Requisitions below \$50,000 or written against an existing contract	Monday, June 15, 2026
FY2027 Alternative Procurements and contracts with a start date of July 1, 2025	Friday, April 3, 2026
FY2027 Requisitions and contracts effective July 1, 2026 - Begin entering in system on Monday, April 21, 2026	

Thank you for your cooperation.

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cc: Carole Johnson, CEO
 Robert Iannaccone, Interim COO
 Franklin Hickey, COS
 J. Gary Huck, CFO
 McKenzie Wilson, CLO
 Maria Lariccia Brennan, CNO
 Iris Herrera, CMO
 Lois Greene, CSIHEO
 Raquel Morian, CHRO
 Astaro Crews, CCO