SECTION 7: ACQUISITION PROCEDURES

SUBJECT: BIENNium CLOSING

PROCEDURE 7.1.2

POLICY: It is a policy of the University of Washington to comply with the accounting procedure 90.20.25a of the State Administrative and Accounting Manual (SAAM) during biennium closing.

PROCEDURES: State legislative funds are appropriated on a biennial basis and are accounted for at the end of each two year period. In accordance with the procedure 90.20.25a of SAAM, all goods and services encumbered against biennium closing funds must be received by the University of Washington on or before June 30th, in order to be paid with biennium closing funds. If goods and services are bought prior to June 30th, but received after June 30th, the newly allocated biennium funds will be used to pay for them. Note: Accounts Payable is responsible for ensuring that payments are charged to the proper budget and paid timely. Please contact Accounts Payable directly for information on the deadline(s) regarding biennium closing invoice submission at aphelp@u.washington.edu or 206-543-4500.

During the biennium closing period, all orders encumbered against closing biennium funds will be clearly marked with a “W” in the front of the requisition/purchase order number, in order to identify them as such. “W” will also act as an indicator, which will alert Accounts Payables that such requisition/purchase order should receive priority handling.

Goods and services may be ordered on the funds allocated for the new biennium prior to July 1st, provided that they aren’t received until or after July 1st.