



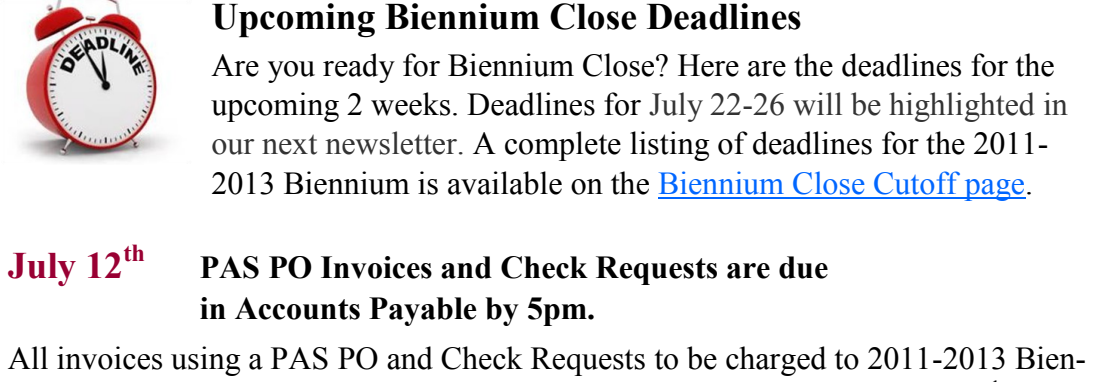
Procurement Services eNews chronicles UW procurement news and information to assist faculty and staff in staying knowledgeable by providing tips and guidance, and details about upcoming improvements with UW systems or processes in our rapidly changing procurement landscape.

In This Biennium Close Special Issue

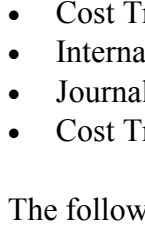
- Upcoming Biennium Close Deadlines
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- Tip: Use PDR to Plan ahead for Biennium Close!

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Biennium Close Headline News



Upcoming Biennium Close Deadlines

Are you ready for Biennium Close? Here are the deadlines for the upcoming 2 weeks. Deadlines for July 22-26 will be highlighted in our next newsletter. A complete listing of deadlines for the 2011-2013 Biennium is available on the [Biennium Close Cutoff page](#).

July 12th PAS PO Invoices and Check Requests are due in Accounts Payable by 5pm.

All invoices using a PAS PO and Check Requests to be charged to 2011-2013 Biennium funds must be received in Accounts Payable by 5pm on Friday July 12th.

July 15th CTIs / ISDs, JV, CTs and MyFD Expense Transfers requiring Central Office Approval

The following are due in Banking and Accounting Operations by noon on July 15th:

- Cost Transfer Invoice (CTI)
- Internal Sales Document (ISD)
- Journal Vouchers (JV) for State and Self Sustaining Budgets
- Cost Transfers (CT) for State and Self Sustaining Budgets

The following are due in Grant & Contract Accounting by noon on July 15th:

- Journal Vouchers (JV) for Grant & Gift Budgets
- Cost Transfers (CT) for Grant & Gift Budgets
- MyFD Expense Transfers requiring Central Office Approval are due in MyFD by 4pm.



System Availability during Biennium Close

We have created a quick, [printable chart to help](#) illustrate the various July campus submission deadlines, system availabilities and provide a glimpse to when payments for the PAS and Ariba systems will be available. More detailed information is available on the [Biennium Close website](#). Questions can be directed to the Procurement Customer Service Group at (206) 543-4500.



Tip: Use PDR to Plan ahead for Biennium Close!

Use the reports in Procurement Desktop Reports

(<http://f2.washington.edu/fm/ps/tools-for-reconciling/pdr>) to see:

NonRIP Invoices Pending:

PAS invoices over \$10,000 and are pending department approval to release payment.

Invoice in Discrepancy:

Contact the buyer listed in the report to help resolve invoice discrepancies before the Biennium Close. This report includes an email hyperlink to the buyer, or you can find the buyer's name in the Requisition Inquiry Screen in PAS.

Note: If the invoice in discrepancy is a subcontract, contact Debbie Emerson-Carter at ddcarter@uw.edu in the Office of Sponsored Programs to assist with resolution.

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