We are moving to a new Financial System on July 1, 2020 so it is critical that we have a clean fiscal close in the old system. Our goal is to move only relevant, current financial information into the new system.

May 1 - Fiscal Close Class takes place. See LINK calendar and this link.

May 1 – Deadline for request of new Services Purchase Order, or change to existing Services Purchase Order. Check out Fiscal Close, Part 2 Blast from last week to know how to submit.

May 4 – Fiscal Close Class takes place. See LINK calendar and this link. This class is the same as the one on May 1, but offered a second time to accommodate varying schedules.

May 8 – Deadline for request of new Purchase Order of Goods with value over $10,000 or change orders to them. See Fiscal Close, Part 2 Blast from last week for details on how to submit.

May 14 – Deadline for Intercampus Transfer of Funds (ITF) to be submitted in ServiceNow. Please remember this is the last month ITFs may be submitted; there is no submission for them in June.

May 15 – Deadline for returning Open Commitments requests to the BRC CAAP team. The BRC CAAP team will be sending your current Open Commitments reports to you in early May. Please review them and return the list of the ones that need to be closed by this date (Please note that this is earlier than requested in Blast Fiscal Close, Part 1).

Please note:

⁻ Submitting without proper documentation and approvals will cause delay.
⁻ Submitting after deadlines, does not guarantee that your request will be processed this fiscal year. BRC will work on the ServiceNow items on a “first come, first served” basis.
⁻ Click here for previous Local Procurement Blasts topics such as Changes to Existing Purchase Orders, Hiring an Outside Consultant or Contractor (for new services). Submitting without proper documentation and approvals will cause delay.
⁻ Questions? Please contact the appropriate BRC team at the links below.