



PROCUREMENT FISCAL YEAR-END FY23 DEADLINES

Fiscal year-end FY23 is quickly approaching, and Procurement deadlines are just around the corner! Please make note of and adhere to the deadlines below to ensure smooth and prompt processing of your FY23 requisitions. If you have any questions, please contact your Buyer immediately for clarification.

Upcoming Procurement Deadlines

Friday July 14, 2023:

- Requisitions for current FY23 purchases of **\$15,000 or more**.
- Requisitions to be submitted, fully approved and successfully budget checked in UTShare.

Note: Requisitions exceeding \$15,000 on FY23 funds received after the close of business on July 14, 2023 will be cancelled in UTShare and can be re-entered after September 1, 2023. Exceptions will be made only in the case of a true emergency.

Friday August 18, 2023:

- **ALL** Requisitions for current FY23 purchases less than \$15,000, including MAV eSHOP.
- Requisitions to be submitted, fully approved and successfully budget checked in UTShare.
- Requisition sourcing is turned off as of this date, including MAV eSHOP, in order to allow time for order processing and payments against existing PO's prior to year-end closing.

Note: Requisitions on FY23 funds received after the close of business on August 18, 2023 will be cancelled in UTShare and can be re-entered after September 1, 2023.