

FAP 111-25-00

CLOSING FISCAL YEAR PURCHASES

1. The Finance and Administration Cabinet shall notify by memorandum all state agencies of the deadline dates for submission of each type of document affecting old-year business transactions processed in the state's procurement system, and the earliest date for submitting new-year documents for processing.
2. Documents submitted for purchase with new-year funds shall not be processed until the chart of accounts information is loaded into the state's accounting system for the new-year. Purchase Requests arriving before the chart of accounts information is available shall be held in the Office of Material and Procurement Services until the chart of accounts for the new-year is complete.
3. Purchase Requests requiring competitive bidding that arrive after the established deadline shall be accepted only if the agency provides sufficient justification as to why the cutoff date could not be met. Competitive bids from old-year funds shall be approved only if there is sufficient time to guarantee delivery before June 30. A Purchase Request that arrives after the established deadline shall be processed only upon the approval of the executive director of the Office of Material and Procurement Services.
4. Payments for goods and services from current or old-year funds shall be received no later than June 30. Goods and services received after June 30 shall be paid from new-year funds.
5. If the Office of Material and Procurement Services is unable to assure the delivery of goods and services by June 30 on an old-year Purchase Request, the using agency may:
 - a. Authorize, in writing, the award of the contract for encumbrance on new-year funds;
 - b. Cancel the requirement and issue a new Solicitation in the new year; or
 - c. Cancel the Purchase Request in its entirety.