

**FAP 111-25-00**  
**CLOSING FISCAL YEAR PURCHASES**

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1. The FAC shall notify all state agencies by memorandum of the deadline dates for submission of each type of document affecting old-year business transactions processed in the state's eProcurement 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, unless the agency chooses a non-accounting (no encumbrance) event type.
3. Requisitions 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 may be approved only if there is sufficient time to guarantee delivery before June 30. A Requisition (RQS) that arrives after the established deadline may be processed only upon the approval of the executive director of OPS.
4. If OPS is unable to assure the delivery of goods and services by June 30 on an old-year RQS, the using agency may:
  - a. Authorize, in writing, the award of the contract for encumbrance on new-year funds;
  - b. Cancel the requirement and request the issuance of a new Solicitation in the new-year; or
  - c. Cancel the RQS in its entirety.
5. 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.