

Minnesota State University, Mankato

FY2011 Year-End Purchasing Deadlines

Item #	Item Description	Purchasing Method	Dollar Value	Last Day To Initiate Purchase Request for FY2011
1)	Goods & Services that require formal bidding / Sealed Bids	PCS Purchase Order	Purchases Over \$50,000	May 20, 2011
2)	Goods & Services that require informal bidding / 3 Written Quotes	PCS Purchase Order	Purchases Between \$25,000 and \$50,000	June 1, 2011
3)	Goods or Services available for purchase on an existing State Contract or other collaborative sourcing agreement	PCS Purchase Order	Under \$100,000	June 3, 2011
4)	Goods & Services that do not require quotes or bids	PCS Purchase Order	Purchases Under \$50,000	June 3, 2011
5)	Non-State Employee Contractual Agreements (For services to be received by June 30, 2011)	PCS Purchase Order & Contract	Purchases Under \$50,000	June 3, 2011
6)	Purchases allowed to be made with Wells Fargo MasterCard Purchasing Card (Items must be purchased, shipped, and posted to university bank account by June 30, 2011. (If vendors process the sale transaction against the purchasing card after June 30, 2011, the purchase will be recorded against FY2012.)	Purchasing Card	Purchases Under \$10,000	June 30, 2011
7)	Local Purchases on a Field Purchase Order (CAO35 Form) (Items purchased and picked up at vendor's place of business)	Field Purchase Order (CAO35 Form)	Purchases Under \$500	June 30, 2011
8)	Prepayments / Direct Pays for Subscriptions, Registrations, Space Rental, etc. (Per State Statute 16A.41, prepayments are general only allowed for software, maintenance agreements, exhibit space, subscriptions, and registration fees.)	Request for Check Writing Form (CS1400 Form)	Purchases Under \$25,000	June 30, 2011
9)	On-Campus Service Center Chargebacks			
	• Postage	On-Campus Service Center Charge	N/A	June 30, 2011
	• Photocopying	On-Campus Service Center Charge	N/A	June 30, 2011
	• Campus Printing (Printing Job Must Be Completed and Billed by June 30, 2011)	On-Campus Service Center Charge	N/A	June 30, 2011
	• Campus Computer Store	On-Campus Service Center Charge	N/A	June 30, 2011
	- (Products in Stock and Picked up at the Computer Store or Delivered to Depts)			June 30, 2011
	- (Products not in Stock and needing to be ordered must be received by the University by June 30, 2011 in order to be recorded to FY2011. Products received after June 30, 2011 will be recorded to FY2012.)			Variable
	• Telephone (Toll Charges Included on 6/14/11 Billing Date) (Monthly Service Through June 30, 2011)	On-Campus Service Center Charge	N/A	Variable
	• Cell Phone	On-Campus Service Center Charge	N/A	June 30, 2011
	• Consumable Inventory - Office Supplies	On-Campus Service Center Charge	N/A	June 30, 2011
	• Consumable Inventory - Storeroom Supplies	On-Campus Service Center Charge	N/A	June 30, 2011
	• Facilities Labor Cross Charges	On-Campus Service Center Charge	N/A	June 30, 2011
	• MavCard Office Purchases	On-Campus Service Center Charge	N/A	June 30, 2011
	• Office Support Services	On-Campus Service Center Charge	N/A	June 30, 2011
	• Phone Equipment	On-Campus Service Center Charge	N/A	June 30, 2011
	• Reporter Ads	On-Campus Service Center Charge	N/A	June 30, 2011
	• Shipping / Freight	On-Campus Service Center Charge	N/A	June 30, 2011
	• Sign shop	On-Campus Service Center Charge	N/A	June 30, 2011
	• State Vehicle Mileage	On-Campus Service Center Charge	N/A	June 30, 2011

*** Reminders:** The maximum per transaction limit on most purchasing cards ranges from \$4,999 - \$9,999.
The maximum per transaction limit on Field Purchase orders (CAO35 Forms) is \$500.
Recording multiple purchases of the same or similar products from the same vendor on the same day or close to the same day is not permitted.
Splitting purchases to avoid the transaction limits violates purchasing policies and the intended use of the card or form.
Departments must initiate a purchase order through the purchasing control system for purchases of goods or services over \$9,999 before committing university funds unless authorized otherwise. These items must be registered with the university's fixed asset tracking system.
All computers (desktops, laptops, I-pads, netbooks & tablets) and related hardware must be purchased through the Campus Computer Store.
Any computers/hardware purchased outside the Campus Computer Store must have an approved ITS waiver form on file in the business office prior to purchasing and must be initiated on a purchase order through the purchasing control system.

Separate deadlines have been established for purchases of library materials, periodicals, and subscriptions purchased for patron use by the University's Library Services department.

If you have questions about the purchasing process, please contact Cheryl Haefner (389-5017) or cheryl.haefner@mnsu.edu .

If you have questions about the service center chargeback process, please contact Helen Wenner (389-2269) or helen.wenner@mnsu.edu .