Subject: IMPORTANT: Procurement 2020-2021

Procurement

- All e-Procurement approvers must review their **work list** to ensure requisitions are approved. This allows SCM the ability to issue purchase orders in a timely manner for activity pertaining to the current fiscal year.
- Keep in mind that goods/services must be physically received, and received in PeopleSoft by **4:30 pm Tuesday, March 30, 2021**, therefore all purchases should be planned accordingly. Delay in the processing of receipts in PeopleSoft may result in delayed payment of invoices to the next fiscal year.

Your attention to these activities will allow us to better manage our year end workload and to adequately support the overall Finance and Services year end process. Thank you for your assistance.

If you have any questions, please contact UService – 403-210-9300

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*Please note, you are receiving this email because you have been identified as a person in the university community who may be impacted by the end of the 2020/2021 fiscal year. As a member of the community using system services, it is important that relevant information be sent to you on an as needed basis. We will attempt to keep correspondence to a minimum but encourage you to read the informational material when it arrives in your inbox.*