FY 2022 DEADLINES

April 4th, 2022: Purchases over $5,000 that require Competitive Bidding.
In order to better serve you, the Purchasing Office needs time to prepare and process the paperwork. Procurements that require Competitive Bidding: RFP's - April 4th & IFB's - May 9th. Procurements that do not require a competitive process above $5,000 (Sole Source, etc.): May 23rd.

May 10th, 2022: Facility Services Work Orders
This includes all non-emergency department work orders that must be recharged in Fiscal Year 22.

June 3rd, 2022: Technology Equipment Purchases
The deadline date for all technology equipment purchases ordered through IT is June 3rd. This includes computer hardware, software, printers, scanners etc. Remember all technology related orders must be approved by MSU Billings IT Department regardless of the dollar amount.

June 10th, 2022: All other Purchases
The deadline date for all other purchases not described above is June 11th, no purchases or orders can be made after June 10th.

June 10th, 2022: Print Shop Orders
The last day to submit a print order for that requires additional paper purchases is June 10th. However, orders that use existing inventory will be accepted up to June 24th for FY22.

June 10th, 2022: Copy Room Recharges
The last day to order laser or copy paper to post for FY22 is June 10th. Inventory & final copy recharges will be charged out through June 30th for FY22.

June 10th, 2022: Credit Card Purchases
The last day to use the University Credit Card is June 10th. No purchases can be made with the University Credit Card, with exception to Business Travel Expenses. Accounting techs please advise your card holders and staff/department of this cut-off date. Charges must be routed through Chrome River by June 21st.

June 30th, 2022: Deposits and Receipts
The year-end cut-off for deposits and receipts will be at 11AM on June 30th. Deposits must be submitted to the cashier by 11:00 a.m. on that day. Departments with larger deposits should have their deposits to the cashier by 11:00 a.m. on June 29th. All Deposit are required to be made by June 30th, please contact Business Services with questions.

June 30th, 2022: Change Fund Reconciliation
Any Department with approved change funds. Reconciliation of those funds is required by June 30th. If you do not have an approved change fund make sure any campus money is deposited by June 30th.

July 7th, 2022, 12:00 noon: Vendor Payments for FY 2022:
Services rendered and/or supplies received on or before June 30th, are required to be paid in FY22. Please submit all completed BPA’s with documentation to the Business Services Office no later than July 7th.

July 7th, 2022: Travel Reimbursements
All receipts for reimbursement of travel expenses through June 30th, must be received by Business Services as soon as possible after completion of travel, but NO LATER THAN July 7th. Please process all travel in Chrome River immediately after travel is complete to ensure proper routing.