



WILLIAM
PATERSON
UNIVERSITY

Date: June 11, 2020

To: University Community

From: Don Bennett, Associate Budget Director
Steve Sondey, Purchasing Director

Subject: **Fiscal Year 2021 Opening**

Please see following for key dates and information regarding the opening of FY'21 activity for Budget and Purchasing.

FY21 Budget Upload Schedule

Wednesday,

July 1, 2020 Non-salary budgets
Full-time salary budgets
Revenue budgets
Preliminary carryforward budgets

Wednesday,

July 8, 2020 Part-time salary budgets

Thursday,

July 30, 2020 Fixed costs budgets (Xerox, postage and print shop)

Please contact the Budget Office staff with any budget related questions:

Don Bennett bennettd@wpunj.edu

Sebio Castro castroe@wpunj.edu

Alene Ortiz ortiza@wpunj.edu

FY'21 Purchasing Opening

The opening of Banner for entry of Fiscal Year 2021 requisitions will occur at **12:00 Noon on Monday, July 6, 2020**. This delayed opening is necessary so that the requisition approval queue changes associated with the restructuring of Academic Affairs can be completed.

Purchasing Reminders

Purchase Order Distribution to Vendor by E-Mail – The best way to guarantee the vendor receives the purchase order, especially during periods when the campus is working remotely, is to enter the vendor's e-mail on the requisition in the vendor e-mail field. Electronic distribution is an environmental sustainability improvement and a cost savings by eliminating mailing and handling expenses.

Confirming Orders – A confirming order occurs when a commitment is made or goods/services are received before the purchase order is issued. Confirming orders are permitted only in emergency situations involving the health, safety, or wellbeing of the University Community. If you do not want Purchasing to send the purchase order to the vendor, enter in the document text of the requisition the letters DNS (stands for "do not send"). Do not use the term confirming order on requisitions.

Requisition Descriptions – Please provide a clear description of the goods or services being purchased. The description should be concise with limited use of industry jargon, but sufficient for anyone reading the purchase order to determine the nature of the product or service being purchased. Descriptions such as pay invoice or services performed must not be used.

New Vendors – Please forward a vendor completed W-9 for all new vendors to purchasing@wpunj.edu. Purchasing will create the vendor and e-mail the ID number to the requestor. Enter the ID number on the requisition. Please include a vendor ID number on every requisition. Do not enter the new vendor name, tax ID or SSN information in the document text. Please e-mail all vendor address changes to purchasing@wpunj.edu.

Thank you for your support and cooperation.

Please feel free to contact the Purchasing staff with any related questions:

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Carrie Harris	harrisc@wpunj.edu