

PURCHASING DEPARTMENT

YEAR END DEADLINES

FY 2025



GENERAL PURCHASING PROCEDURES

Purchase Order Invoices

- Charges committed on issued POs will not be posted to FY 2025 unless ordered goods are physically received, or services fully delivered by June 27
- Any goods received after June 27 will be posted to FY26, regardless of budget amounts.
 - HSC: Items must be received on Dock 8 by Friday June 27 at 4:00 PM
 - LSC & WTC: Items must be received by a department (substantiated by e-mailing the packing slip or signed PO to purchasing@luc.edu) by Friday June 27 at 4:00 PM

Review open commitment reports, and advise of any concerns by Friday June 6

If your department expects a receipt/delivery that will be close to the deadline and you are unsure if it will get posted to FY 2025, send an e-mail to purchasing@luc.edu for confirmation of correct posting period

RECEIVED NOT INVOICED

For items received in Lawson by Friday June 27 and for which AP has not received an invoice:

- An entry will be posted in 2025 to accrue the expense, and it will reverse in FY 2026
- The GL Description will read **REC. NOT INVOICED EXPENSE FY25**
- Final entries will be posted on or around July 10 (reference General Accounting)
- For details of any RNI entry, send a request to purchasing@luc.edu

IMPORTANT ORDER DATES FOR FY25

Category	Recommended Latest Order Date
Capital Purchases and Furniture	Friday May 16
Promotional Items	Friday May 16
Gift Cards (to be dispensed by June 28)	Friday May 30
Printing Services (internal)	Monday June 16
Office Supplies (Warehouse Direct)	Monday June 16
General Purchases	Monday June 16

Note: All chargebacks will be processed by Friday, July 10, 2025.

It is imperative all FY25 charges get posted—please notify Accounting if there will be an accrual.

Meeting these order deadlines does not guarantee that charges will post in FY 2025. Some requested items have longer lead times. To be sure, confirm order lead-times and fulfillment dates with vendors.

Questions?

Purchasing@LUC.edu