

## FISCAL YEAR END DATES (5/31)

**CURRENT FISCAL YEAR:** If you are ordering goods or services for the **current fiscal year**, they must be received by 5/31 and submitted no later than June 7. If the goods/services are received by 5/31, the invoice should be put in the system with a **request date of 5/31**.

**ORDERING FOR NEXT FISCAL YEAR:** Goods/services being ordered for next fiscal year should have a **requisition date** of 6/1 or later. Purchasing can still create a PO and place the order if input into E-procurement prior to 6/1.

Procurement

View Create

Document Type \*  
Requisition

Requisition Date \*  
5/23/2025

Initiator  
Initiator Lookup

Confirmation Email Address \*  
larida@daemen.edu

Ship To \*  
DC Daemen University - Mailroom

Vendor ID  
Vendor Lookup

AP Type  
AP Regular Accounts Payable

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price
<p>Add Item</p>						

Approvers

Approval Date

Next Approvers  
Next Approver Lookup

Printed Comments

Internal Comments

Cancel Save Save and Attach

This date controls the fiscal year an item is charged to

5/31/25 or earlier for 24/25 Fiscal yr  
6/1/25 or later for next fiscal year

DISREGARD: approvers are automatically generated by the system

This date is optional. Does not affect allocation to fiscal years

For a blanket purchase order enter:  
PLEASE CREATE A BLANKET PURCHASE ORDER  
INDICATE IF NO ORDERING OR PO IS REQUIRED

\*\*\*\*\*

View Create

Document Type \*  
Payment Request

Request Date \*  
5/27/2025

**INVOICE DATE:** use the date on the invoice from vendor **DUE DATE:** There is no space for this as it is determined by the business office.