

Memorandum

Date: April 4, 2017

To: Administrators and Secretaries

From: FINANCE

RE: PURCHASE ORDERS

- **Monday, May 7, 2018** is the last day to submit FY18 purchase order requisitions to the finance department. Your FY18 WVEIS access to enter requisitions will be disabled at the end of the day on Monday May 7, 2018.
- Your WVEIS assignment to enter FY19 requisitions will be available on **Wednesday, May 9, 2018** however the purchase orders will not be available until July 1st.
- **ALL FY18 PURCHASE ORDERS WILL BE CLOSED ON JUNE 30, 2018 UNLESS YOU PROVIDE FINANCE WITH A COPY OF AN INVOICE AND AN EXPLANATION AS TO WHY THE PURCHASE ORDER SHOULD REMAIN OPEN.**
- **NEW FOR FY18 ANY PURCHASE ORDERS THAT ARE REQUESTED TO BE OPENED AFTER THE DEADLINE OF MAY 7, 2018 WILL NEED TO BE APPROVED BY JLT (JEFFERSON LEADERSHIP TEAM) BEFORE THEY WILL BE ENTERED INTO WVEIS.**

If you have any questions, please contact Mary Ruth Durbin, Accountant's payable Accountant at 728-9247.

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