



DANIEL RIVERA
MAYOR

RITA V. BROUSSEAU
CHIEF PROCUREMENT
OFFICER

*City of Lawrence
Office of the Purchasing Agent
City Hall Room 301
200 Common Street
Lawrence Massachusetts 01840*

TEL: (978) 620-3240
FAX: (978) 722-9120
www.cityoflawrence.com

MEMORANDUM

TO: All City Departments

FROM: Rita V. Brousseau, Chief Procurement Officer

DATE: June 1, 2015

RE: Key Dates for End of Fiscal Year Transactions

Attachments: Department open purchase order list

While contemplating your end of year spending, please keep the following important dates in mind. The City is still on a spending freeze. Therefore, you are still required to seek approval, per the Mayor's directive. Departments should use every measure available to refrain from non-personnel and non-essential expenditures.

- **REQUISITIONS**: All requisitions must be keyed into MUNIS and released by the end of business day, **Friday, June 26, 2015**.
- **INVOICES**: All batches for payments must be received in the Comptroller's Office no later than **Noon on Wednesday, July 8, 2015**.
- **TRANSFERS**: All expenditure and budget transfers for FY15 must be received in the Comptroller's Office no later than **Noon on Wednesday, July 22, 2015**. FY '15 Budget transfers that require Council approval must be received in the Budget & Finance Office by end of business day **Friday, June 12, 2015**.
- **CASH RECEIPTS**: All FY '15 Cash Receipts must be submitted to the Treasurer's Office no later than **3:00 p.m. on Friday, July 10, 2015**.

PURGING OF PO'S

Attached you will find a complete list of all purchase orders open with a remaining balance as of this memo. Please review and notify this office of any purchase orders that should be closed. All Purchase orders older than FY '14 will be closed unless we are notified otherwise. This applies to both general fund and any and all grant purchase orders. Any remaining balances on grant purchase orders shall be keyed in the new fiscal year 2016. Only purchase orders for supplies and/or services to be delivered/rendered by June 30, 2015 should remain open.

- **PURCHASE ORDERS**: All purchase orders to be closed must be submitted to the Purchasing Department no later than **end of business day, Friday, July 17, 2015.**

You will be notified, via email, when FY '16 is open in MUNIS to enter requisitions and invoices.