

# Administrative Circular

## Commonwealth of Pennsylvania Governor's Office

16-04  
Number

**Subject:**

Closing Instruction No. 1, Fiscal Year 2015-16;  
Submission of Purchasing Documents

**Date:**

February 26, 2016

**By Direction of:**



Randy C. Albright, Secretary of the Budget

**Expiration Date:**

February 26, 2017

**Contact Agency:**

Office of the Budget, Office of Comptroller Operations, Bureau of Payable Services, Telephone 717.425.6538

**Purchasing documents to be charged against 2015-16 lapsable state and federal appropriations and executive authorizations should be received by the Department of General Services (DGS), Bureau of Procurement, by the final acceptance dates shown below.**

*Act 1980-146, as amended by Act 1997-57 and implemented by Management Directive 310.3, Encumbering and Lapsing of Appropriations, established May 31 as the deadline for submitting purchase requisitions for operational expenses and fixed assets. In order to allow DGS, Bureau of Procurement sufficient time to process these documents, all purchase requisitions must be received by **April 1, 2016** except for documents involving sole-source procurement or other circumstances requiring approval by the Board of Commissioners of Public Grounds and Buildings, which must be received by **March 21, 2016**. Purchase requisitions received after the final acceptance dates will be processed as time permits.*

Purchase requisitions for the procurement of printing will be processed in accordance with the **April 1** final acceptance date. Documents involving items with complicated specifications or lengthy production schedules that require more time to evaluate, process, or deliver must be submitted as early as possible. DGS, Bureau of Procurement is giving priority to purchase requisitions submitted before the previously cited final acceptance dates.

The final acceptance dates pertain to both original submissions of the documents and resubmissions of documents returned to agencies for correction, additional justification, or other reasons.

Emergency purchases must be processed in accordance with *Manual 215.3, Procurement Handbook* and *Management Directive 310.3, Encumbering and Lapsing of Appropriations*. The emergency nature of these purchases must be brought to the attention of the Chief Procurement Officer, DGS, Bureau of Procurement.

Deadlines for SAP and Supplier Relationship Management (SRM) purchase orders for commodities not processed through DGS, and purchase orders for agencies not using SAP, should be established by each agency. In all cases, these deadlines must allow for necessary approval and recording time as well as adhere to the May 31 deadline established in *Management Directive 310.3, Encumbering and Lapsing of Appropriations*.

In addition to meeting the preceding deadlines for the 2015-16 fiscal year, agencies should process certain 2016-17 requisitions as soon as possible. In accordance with *Manual 215.3, Procurement Handbook*, purchase requisitions must be used to secure equipment through a rental lease, lease with purchase option, or installment purchase contract, or for any renewal of such contracts; except that a purchase order, [Form GSPUR-PO](#), may be completed by agencies not using SAP and SRM. To avoid a processing backlog in DGS, Bureau of Procurement, 2016-17 requisitions for such contracts, new or renewal, should be prepared well in advance for the new fiscal year. These documents should be prepared as contingent commitments against 2016-17 or later years' accounts and processed through SAP and SRM. Agencies not using SAP and SRM will send these requisitions to their respective comptroller offices. Staff from comptroller offices will promptly post and forward the requisitions to DGS, Bureau of Procurement so that orders can be issued by the beginning of the new fiscal year.