Fiscal Year-End Information

Encumbering Funds in this fiscal year

The State of Wisconsin’s fiscal year ends on June 30th. However, the cut-off date to encumber funds via a Purchase Order is May 12. Therefore, purchase requisitions must be received in the Purchasing Office before the dates shown below if you want to encumber funds in this fiscal year. Submit year-end requisitions as soon as possible so all orders can be processed before the deadline.

Certain transactions do not encumber funds. You need to plan ahead and make those types of purchases in a time frame that will allow payment to be made in the current fiscal year. Some purchases that are not encumbered include, but are not limited to: Local Purchase Orders, Low Dollar Orders, Central Stores Orders, and Purchasing Card transactions.

Dollar amounts below refer to the total purchase requisition, not an individual line amount.

April 1st
$50,000 and Above (Not On Contract)
Sealed bid required. You must provide detailed, generic specifications in Microsoft Word format. Purchases that require a sealed bid must be submitted no later than April 3rd.
P-Card: The final p-card statement period for FY 17 will end on June 30th.

NOTE: All current blanket orders will be closed June 30th.

May 13th
$5000 - $49,999
Simplified Bids Required. Departments are delegated authority to obtain their own competitive price quotes.
You must include with your requisition a written bid tabulation that shows prices from at least three vendors. Orders less than $10,000 require the low bid in writing.
Orders between $10,000 - $49,999 require all bids to be submitted in writing. Such purchase requisitions must be received no later than May 12th.

May 12th - Last Date to Encumber Funds
Orders Less than $5000 / Orders Over $5,000 / Change & Cancel Order Requests

Orders that total less than $5000 are considered best-judgment purchases. These requisitions will be accepted through June. (Orders that total less than $5000 will be processed as Low Dollar Orders and will not be encumbered.) Any purchase order that requires funds to be encumbered (> $5,000) in FY17 must be submitted by May 12th. Orders for items covered by state contracts will be accepted through May 12th. Remember however, you must order from the vendor listed on the contract and purchase the brand or item specified on the contract.

Any purchase order request to change an existing purchase order must be submitted by May 12th.

JUNE 2017

Only Low Dollar Orders and orders less than $5000 will be processed during the month of June. You need to plan ahead and submit requisitions before the due dates shown above for anticipated needs during June.

Fiscal Year 18

Purchase requisitions for blanket orders, and orders $5000 or more for fiscal year 17, received in the Purchasing Office during May-June will be processed, in the order in which they were received and distributed, as soon as possible after July 1st. Therefore all such requisitions should be submitted as soon as possible after May 1st.