

MEMORANDUM

To: Dalhousie faculty and staff

From: Procurement Department

Date: Tuesday, January 25, 2022

Re: Annual year-end purchasing advice

Please note the following considerations in planning purchases which are intended to be costed in the 2021/2022 budget.

- Due to global supply chain slowdowns as a result of COVID, users may experience delays in receiving goods. It is important to confirm lead times with the supplier.
- Please contact the Procurement Department early, especially for high-dollar value purchases that may require tendering. Procurement will work with departments to provide the best advice surrounding purchases.
- It is important to note that Goods have to be received on site and services rendered by March 31 for purchases to be captured in the current budget/fiscal year.
- Invoices cannot be paid until goods and services are delivered.
- Consider a University P-Card for low dollar value purchases under \$10,000.00 to eliminate the steps and time required to process a purchase order.
- The Procurement Department will make every effort to assist departments with purchasing requirements for year end, however it is important to remember vendors may not be able to fill late orders and deliver by March 31.
- Please note the final P-Card statement for this fiscal year will be available online April 4, 2022. All transactions appearing on your April statement will be accrued to March 31, 2022. This may include transactions processed up to April 3, 2022. To assist in ensuring charges are applied to the proper accounts within the budget, you can reconcile right up to end of Day (4:00 pm) on April 13, 2022. Remember, charges not reconciled by this time will be applied to your default account.

Please feel free to contact the [Procurement Department](#) if you have any questions.

Monty Thibeault

Procurement Director (Acting)

Dalhousie University

<https://www.dal.ca/dept/procurement.html>