



NEVADA SYSTEM of HIGHER EDUCATION
BUSINESS CENTER NORTH - PURCHASING DEPARTMENT

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MEMORANDUM

Date: March 13, 2009

To: Vice Presidents, Deans, Directors and Department Heads at all BCN Institutions

From: BCN - Purchasing

Subject: Year-End Purchases from State Appropriated Funds

Nevada System of Higher Education (NSHE) and its institutions have adopted policies and procedures to ensure total expenditure of all state appropriations before June 30, 2009. Collectively, BCN has established June 1, 2009, or earlier, as the last date to have state appropriations spent or encumbered. In order to give all departments as much notice as possible, BCN Purchasing has established the following calendar for this 2009 fiscal year-end.

Last Dates for Receipt (in BCN - Purchasing) of State Funded Requisitions

Over \$50,000 (requires formal bid)	Friday, April 10, 2009
\$25,000 to \$50,000 requires two competitive quotations	Friday, May 1, 2009
\$2,500 to \$25,000 requires one quotation	Friday, May 15, 2009

BCN - Purchasing will continue to accept and process your approved requisitions after these dates but with no guarantee that your state funds will be spent by June 30, 2009.

Please remember: encumbered FY' 09 state appropriated funds for the purchase of supplies, equipment and services must be expended (invoice received, processed, and paid) by August 14th, and are subject to being disencumbered after that date. For the purchase of services, the work must be completed before the end of the Fiscal Year, June 30, 2009.

Please post this notice and/or distribute copies to appropriate individuals.

Business Center North Purchasing Department:

Desert Research Institute • Great Basin College • Truckee Meadows Community College
University of Nevada, Reno • Western Nevada College
<http://www.bcn-nshe.org/purchasing>