IMPORTANT FY2011 YEAR END INFORMATION

FY 2011 Year End Closing Date is **Friday June 17, 2011**

The 2011 fiscal year is coming to an end. The following information will assist you in planning your end of the year software purchases:

**Year End Closing Date for all software orders:** **Friday June 17, 2011**

Software Resource & Services (SRS) will not accept software orders payable by Departmental Check, Purchase Order or P-Card using FY 2011 funds after **5:00 p.m. on Friday June 17, 2011**.

**Special Notice for State of Georgia Purchasing Card Ordering:**

Because each institution sets different FY 2011 cut-off dates for Purchasing Card (P-Card) orders, it is the responsibility of the **specific card user** to ensure that there is enough time for SRS to adequately process and bill the charges to the P-Card before the user’s institution’s cut-off date. SRS does not charge your P-Card until your order is completely shipped.

**Request for Quotes and Special Order Deadline:** **Wednesday June 1, 2011**

The last date SRS will provide a quote for FY 2011 will be June 1, 2011. This allows 2 weeks for you to place your order before the FY 2011 order deadline. Please keep in mind this may be for items, which SRS does not keep in stock and may not be able to fulfill until after July 1, 2011.

**Special Orders/Backorders**

If you place an order for items which are NOT in stock please keep in mind that your order may NOT be fulfilled until after July 1, 2011. SRS must follow state purchasing guidelines and therefore, SRS must have all vendor purchase orders submitted to BoR procurement by June 15, 2011, otherwise, we cannot order until July 1, 2011.

**Please Plan Ahead:**

**End of Year is a particularly busy time at SRS and it can take more that our standard 5-10 business days from the time an order is submitted to when it is fulfilled, shipped and billed to an account.**

**FY 2011 Year End Ordering Information Summary:**

1. The cut-off date for submitting FY 2011 orders on Departmental Checks, Purchase Orders, and Purchasing Cards is **5:00 p.m. on June 17, 2011**.
2. Contact SRS via **phone** (706.583.2230), **fax** (706.583.2299), or **e-mail** (srs@usg.edu) as necessary for any questions.
3. SRS is **not** responsible for any missed dates or deadlines associated with state purchasing cards. Card holders are responsible for knowing their institution’s FY 2011 cut-off date.
4. All software orders received by SRS after **5:00 p.m. on June 17, 2011** will be charged to FY 2012 funds.