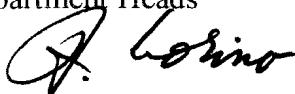


Anthony P. Lorino  
*Senior Vice President for Operations  
and Chief Financial Officer*

**MEMORANDUM**

To: Deans, Directors and Department Heads

From: Anthony P. Lorino   
Senior Vice President for Operations  
and Chief Financial Officer

Date: April 23, 2008

Re: **Year-End Purchasing Procedures**

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In accordance with University Purchasing Policy, Materials Management **will not issue purchase orders during June**, except under the following circumstances, or if special approval is received:

- Orders charged against restricted accounts (i.e., account prefixes beginning with 4, 5, 6, 7, or 9).
- Orders for the Printing/Copy Center or the Health Sciences Center Storeroom.
- Orders to outside vendors relative to campus construction projects.
- Orders charged against Facilities Services job orders (i.e., accounts beginning with a 29XXXX).

This policy is necessary to ensure that all material ordered by purchase orders in fiscal year 2008 is received, and invoices paid, by the close of the fiscal year. Special approval may be extended by Materials Management if it is determined that delivery and payment will take place by June 30, 2008. **This restriction applies to all requisitions received by Materials Management during June, regardless of origination date** The use of purchase cards by departments is not affected by this policy.

We will make every effort to meet your needs and ask that you help us by submitting requisitions in accordance with these University policies.

APL/frv