



Date: June 10, 2021

To: University Community

From: Tim Lever, Director of University Budget & Planning
Steve Sondey, Purchasing Director

Subject: **Fiscal Year 2022 Opening**

Please see following for key dates and information regarding the opening of FY22 activity for Budget and Purchasing.

FY22 Budget Upload Schedule

Wednesday,
June 30, 2021 Full-time salary budgets

Thursday,
July 1, 2021 Non-salary budgets
Revenue budgets
Preliminary carryforward budgets
Preliminary lab fee budgets (new for FY22)

Wednesday,
July 7, 2021 Part-time salary budgets

Thursday,
July 29, 2021 Fixed cost budgets (Xerox, postage and print shop)

Budget Office Staff Update for FY22 - Please contact the Budget Office staff with any budget related questions. Note that Alene Ortiz has transitioned to Accounts Payable Manager in William Paterson's Office of the Controller. We would like to thank Alene for her many years of service to the Budget Office, and am sharing updated contact information for the Budget Office below:

Tim Lever, General/All Budget Issues: levert@wpunj.edu
Niti Baldwin, Salary and Personnel Issues: baldwinn1@wpunj.edu
Don Bennett, Non-Salary Issues: bennettd@wpunj.edu

FY22 Purchasing Opening

The opening of Banner for entry of Fiscal Year 2022 requisitions will occur at **12:00 Noon on Wednesday, July 7, 2021**. This delayed opening is necessary so that the requisition approval queue changes associated with the restructuring of Academic Affairs can be completed.

Purchasing Reminders

Purchase Order Distribution to Vendor by E-Mail - Purchasing no longer prints and mails purchase orders. The best way to guarantee the vendor receives the purchase order is to enter the vendor's e-mail on the requisition in the vendor e-mail field. A valid vendor e-mail address on the requisition will result in the vendor receiving the purchase order as a pdf attachment in an e-mail distributed the morning after the purchase order is issued. The requisition creator will also receive an e-mail with the pdf attachment containing the purchase order(s). This file may be forwarded to the vendor if warranted. Electronic distribution is an environmental sustainability improvement and a cost savings by eliminating mailing and handling expenses.

Confirming Orders - A confirming order occurs when a commitment is made or goods/services are received before the purchase order is issued. Confirming orders are permitted only in emergency situations involving the health, safety, or wellbeing of the University Community. Use of the term confirming order on requisitions is restricted to the aforementioned emergency situations.

Requisition Descriptions - Please provide a clear description of the goods or services being purchased. The description should be concise with limited use of industry jargon, but sufficient for anyone reading the purchase order to determine the nature of the product or service being purchased. Descriptions such as pay invoice or services performed must not be used.

New Vendors - Please forward a vendor completed W-9 for all new vendors to purchasing@wpunj.edu. Purchasing will create the vendor and e-mail the ID number to the requestor. Enter the ID number on the requisition. Please include a vendor ID number on every requisition. Do not enter the new vendor name, tax ID or SSN information in the document text. Please e-mail all vendor address changes to purchasing@wpunj.edu.

Thank you for your support and cooperation.

Please feel free to contact the Purchasing staff with any related questions:

Steve Sondey sondeys@wpunj.edu

Angela Abreu abreua@wpunj.edu

Jacqui Bunch bunchj1@wpunj.edu