



NEVADA SYSTEM of HIGHER EDUCATION  
BUSINESS CENTER NORTH - PURCHASING DEPARTMENT

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Date: March 6, 2019  
To: Vice Presidents, Deans, Directors and Department Heads at all BCN Institutions  
From: Ray Moran, Chief Procurement Officer (e-mail: [rmoran@unr.edu](mailto:rmoran@unr.edu))  
Subject: Year-End Purchases from State-Appropriated Funds – FY 2019

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The Nevada System of Higher Education (NSHE) follows policies and procedures to ensure total expenditure of all state appropriations before June 30, 2019. BCN Purchasing has established June 1, 2019 as the last day to have state appropriations spent or at least encumbered. In order to give all departments as much notice as possible, BCN Purchasing has established the following dates for the 2019 fiscal year-end.

**Last Dates for Receipt of approved Workday State-Funded Requisitions**

Over \$50,000 (requires formal bid)	Friday, April 19, 2019
\$25,000 to \$50,000 (requires two competitive quotations)	Friday, May 17, 2019
\$24,999.99 or less (requires one quotation)	Friday, May 24, 2019

**BCN Purchasing will continue to accept and process your approved requisitions after these dates, but there is no guarantee that your state funds will be spent by June 30, 2019.**

Please remember that encumbered FY19 state-appropriated funds for the purchase of supplies, equipment and services must be expended (invoice received, processed and paid) before a date established by your campus Controller's office, or the invoice will need to be paid from another source, and the PO will be disencumbered. For the purchase of services, the work must be completed before the fiscal year ends on June 30, 2019.

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