

SECTION B: PURCHASES AND PAYMENTS**B.1. Spartan Marketplace (non-University Stores Orders):**

No additional or special processing action needed. All supplier invoices processed and approved by the fiscal officer by 5:00 PM Monday, June 30, 2025 will go into Period 12.

B.2. Spartan Marketplace (University Stores Orders):

All orders to be charged against funds for 2024-25 must be submitted through Spartan Marketplace, approved by fiscal officers, and received by University Stores by 12:00 PM (noon) Friday, June 27, 2025.

B.3. Purchasing Card Transactions (PCard):

Charges will be recorded in fiscal year 2024-25 if all approvals are obtained by 5:00 PM Monday, June 30, 2025. If all approvals are not obtained by this deadline, the transactions will be recorded in the new year (fiscal year 2025-26).

B.4. Purchasing Requisitions:

No additional or special processing action is needed. If the requesting department desires invoice payments to be made within fiscal year 2024-25, the purchase requisition must be submitted with enough time for approvals, negotiation, and issuance; fulfillment of goods/services by the supplier; and invoice processing and payment. Refer to section B.5. Invoice Payments/Accounts Payable for further information, or contact Procurement with questions about rush orders.

B.5. Invoice Payments/Accounts Payable:

Invoices to be paid against purchase orders issued in 2024-25 must be submitted to Accounts Payable by 5:00 PM Wednesday, June 25, 2025. Accounts Payable will enter invoices received by this date into the financial system through Monday, July 7, 2025. The financial system will allocate payments to the appropriate fiscal year based upon the invoice date. Ariba Purchase Order payments will post to the fiscal year based on the current date. *Please note, all purchase order amendments need to be approved by Fiscal Officers and any applicable central approvers prior to an invoice being entered.*

B.6. University Procurement and Logistics Service Provider Billings (SPB):

The monthly Service Provider Billings related to the Lease Purchase Program, Mail Services, University Stores, and Central Shipping and Receiving charges will be issued on the night of June 19, 2025, in alignment with the normal billing cycle. Auto-approval will occur after five calendar days.

A second Service Provider Billing for University Stores and Central Shipping and Receiving will be issued on the night of June 26, 2025 for services rendered from June 19, 2025, through 12:00 PM (noon) on June 26, 2025. Auto-approval will occur after five calendar days and all transactions in this document will post to Period 12.

A second Service Provider Billing for Mail Services will create documents on the night of June 26, 2025 for services rendered from June 16, 2025 through June 25, 2025. Auto-approval will occur after five calendar days and all transactions in this document will post to Period 12.

B.7. Disbursement Vouchers and Concur Travel Expense Reports:

Disbursement Vouchers and Concur Expense Reports must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Friday, June 20, 2025, for inclusion in fiscal year 2024-25. Payments to be charged to Contract and Grant accounts ("RC" sub-fund) must route to Contract and Grant Administration Office (CGA) for approval. These Disbursement Vouchers and Concur Expense Reports must be awaiting CGA approval by 5:00 PM Tuesday, June 17, 2025. *As a reminder, Disbursement Vouchers and Concur Expense Reports requiring vendors cannot be completed without an approved vendor listed within the financial system.*

Travel completed before June 30, 2025 should be submitted via a Concur Expense Report in fiscal year 2024-25.

B.8. Non-Concur Advance Payments:

Distribution of Income and Expense documents related to payments of non-Concur advances must have all departmental approvals and be awaiting central Accounting approval by 5:00 PM Monday, June 23, 2025, for inclusion in fiscal year 2024-25. Transactions involving Contract and Grant accounts ("RC" sub-fund) must route to Contract and Grant Administration Office (CGA) for approval. These transactions must be awaiting CGA approval by 5:00 PM Thursday, June 19, 2025.

B.9. Non-Check Disbursements:

Non-Check Disbursements related to direct charges to MSU bank accounts incurred in June (Period 12) must have all departmental approvals and be awaiting central Accounting approval by 12:00 PM (noon) Monday, June 30, 2025, for inclusion in fiscal year 2024-25.