



spectrum

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Spectrum Finance

Matinee

April 2006
Agenda

- I. Introduction
- II. Update
- III. End of Year Panel Discussion
- IV. Questions

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The year-end purchasing deadline for submitting FY 2005-06 purchase requisitions is **May 15, 2006**. Current year purchase requisitions may be submitted through Self Service Banner (SSB) or Internet Native Banner (INB) to the Purchasing Department on or before **May 15, 2006**. Only documented emergencies will be accepted after this date.

Open Purchase Orders – Please review your open purchase orders to determine that outstanding balances are valid and need to be carried forward into FY 2006-07. Requests to deobligate orders should be sent to jfitts@memphis.edu by May 15, 2006.

Future year purchase requisitions for FY 2006-07 may only be submitted in **INB** to the Purchasing Department until the budgets are loaded. NOTE: The system will not allow future year purchase requisitions to be entered in **SSB**. The following changes in process apply to entering future year (FY 2006-07) purchase requisitions:

1. Access Internet Native Banner (INB)
2. Prior to July 1, change transaction date to July 1, 2006. After July 1, allow system to default to current date.
3. Prior to July 1, in the “Document Text” section, enter “**FY 2006-07**” on the first line. Leave print default “checked.”

For your convenience, the following training classes for Internet Native Banner (INB) purchase requisitions may be scheduled through the Web at <http://bf.memphis.edu/spectrum/>:

April 18, 2006	9:30 am – 11 am	ML 225
May 17, 2006	9:30 am – 11 am	ML 225

Future year travel purchase orders for FY 2006-07 may only be submitted on paper Travel Authorization forms to the Accounting Office until the budgets are loaded. Said forms may be accessed on the Web at <http://bf.memphis.edu/forms/trav/trav01.htm>. Please contact the Accounting Office at extension 2271 if you have questions regarding Travel Purchase Orders.

Please contact the Purchasing Department at extension 2265 if you have any questions or require additional information.

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