

**TO:** Executive Area Budget Managers  
**FROM:** Diane Singh, Assistant Vice-President, Office of Financial Planning  
**DATE:** June 7, 2024  
**SUBJECT:** Fiscal Year 2024-25 E&G Budget Authority Amendment Open Purchase Order (BAAPO) Process  
**DUE DATE:** **Friday, June 21, 2024**

---

This process applies to open purchase orders in all E&G funds excluding the College of Medicine, i.e., funds 210, 215, 211, and 216.

- [E&G open purchase order extension request](#): units request carry forward budget authority for purchase orders that are open at the end of FY 2023-24, and which are for furniture, fixtures, and equipment (FF&E)

Per the [Office of the Controller's fiscal year-end processing deadlines](#), the last day for Accounts Payable to receive invoices for encumbered and unencumbered payments to be charged against outstanding purchase orders (POs) in FY 2023-24 E&G current year and carry forward budgets is **June 14, 2024**. After this date, any outstanding E&G POs will rollover into FY 2024-25 in the same Activity Number and Fund where the POs were originally established. Units are expected to cover expenditures related to these POs with their E&G FY 2024-25 base budget or by utilizing the 50% allocation that will be established in carry forward.

Units may request carry forward budget authority for open POs for purchases of furniture, fixtures, and equipment (FF&E) only. Please [download](#) and complete the [Budget Authority Amendment E&G Open Purchase Order Extension template](#) and attach any supporting documents that are not available in PantherSoft (e.g. invoice, contract, etc.). Units can then submit the BAAPO form via [Teams](#) (when you click the Teams link you will be prompted to join a Teams Channel where you can submit your completed template) by **Friday, June 21, 2024**. Please note that screenshots of purchase orders do not qualify as support. The Office of the Controller accrues for professional services rendered on or before June 30, 2024, in the current fiscal year, as such, the university does not consider these services for additional carry forward budget authority.

Once approved, OFP will establish budget authority in the department's carry forward activity number. Accordingly, Controllers will reclassify any of these POs that were rolled over in fund 210 in the new fiscal year into fund 211.

If you can, kindly avoid receiving in PantherSoft Financials on those POs for which you have requested additional budget authority until you have received confirmation from OFP that your request has been approved and the carry forward process is complete. The receipt of goods on these PO's during this period may result in a lower available balance on the PO and consequently, a lower budget allocation.

OFP will review open POs relating to legislative earmarked funds, minor project transfers to Facilities or other major university commitments funded from carry forward when determining the departmental allocation, as such, PO extension requests for these funding allocations are not required.

We encourage departments to review all their outstanding POs and cancel any that are no longer needed as this will result in an increased available balance in your department. Please refer to the Open Encumbrance Report distributed by Purchasing Services.

If you have any questions or need additional information, please feel free to contact us via Teams chat, e-mail, or phone. Our contact information is as follows:

[Collette O'Meally](#) | [Chat directly with Collette in Teams](#) | 7-7092

[Janet Medina](#) | [Chat directly with Janet in Teams](#) | 7-1390

[Diane Singh](#) | [Chat directly with me in Teams](#) | 7-0255