



Capital purchases year-end reminder

As a reminder, FY2019 will end on Monday, Sept. 30. As such, it is essential that all non-emergent purchases requiring the use of capital funds be submitted on an approved Capital Purchase Requisition (CPR) and received by Capital Accounting prior to Thursday, Aug. 1. Additionally, all non-emergent Project Authorization Requests (PAR) will need to be received by Capital Accounting by Thursday, Aug. 1.

Capital Accounting cannot guarantee that non-emergent CPRs or PARs received on or after Thursday, Aug. 1 will be processed prior to the end of the fiscal year.

To expedite your request, please make sure to include all required documentation with your request (detailed quote, identification of funding source, and disposition of asset form, if applicable).