



SAO – FINANCIAL MANAGEMENT DEPARTMENT  
SPONSORED PROGRAMS & PROCUREMENT DEPARTMENT

---

---

**FY 2021 YEAR-END MEMO**

---

---

**DATE:** September 1, 2021

**SUBJECT:** **Year-End Processing of SAO Purchase Requisitions  
(incl. Change Orders & PO liquidation)**

---

Dear Colleagues,

With year-end fast approaching, we have included helpful information with regards to Federal, Trust (Overhead and IR&D) along with Contracts & Grants purchase orders that are scheduled to be placed prior to the year-end.

- **Federal funds - that are due to expire on Sep 30<sup>th</sup> (Fund 000 - 2020)**  
FM and SPP will prioritize processing of orders on these funds over all other orders.
  
- **Trust Overhead and IR&D (Fund 401 - 2021)**  
All purchases (goods or services) must be delivered/completed and received in PeopleSoft by COB-Thursday, September 30<sup>th</sup>, 2021.
  - It is very important to consider both SAO processing and vendor lead times when submitting your requisition(s) to ensure that these orders can be fulfilled by the deadline.
  
- **Contracts & Grants:**  
Contracts or Grants purchases are not subject to date restrictions.
  - However, due to a high volume in processing the year-end purchases (especially the ones that must be obligated by Sep 30<sup>th</sup>), it is in your best interest to submit all requisitions well in advance.

Thank you for your cooperation.

Regards,

**Karen McLaine**

Manager, Financial Management (FM)

Phone: 617-496-7751

Email: kmclaine@cfa.harvard.edu

**Joseph Lendall**

Manager, Sponsored Programs & Procurement (SPP)

Phone: 617-495-7401

Email: jlendall@cfa.harvard.edu