



To: All Departments
From: Kathleen L Johnson
Purchasing and Accounts Payables Manager
651-696-6551
Date: 4/13/2009
Re: End-of-Year Standing Purchase Order Close Out

All 08/09 standing purchase orders will be closed out on or before year-end (May 31, 2009). Please let us know if you would like your standing order closed early. Closing the standing order now would release the encumbered funds back into your available budget.

Should you need to establish a new standing order for next year, please submit an on-line purchase requisition in Banner and indicate "standing" purchase order in the comments field. In the event you create a purchase requisition before June 1, 2009, you will need to change the transaction date to June 1, 2009 in order to encumber funds on your 09/10 budget.

Please contact Kathy Johnson with any questions at johnsonkl@macalester.edu