



UIC PROCEDURES AND DEADLINES FOR RENEWING OR ESTABLISHING ANNUAL ORDERS FOR FY2025 and FY2024 ENCUMBRANCES

Please distribute to all personnel involved in establishing new annual orders or renewing annual (including multi-year) orders.

The following contains important information regarding 1) policy requirements for annual orders, 2) procedures and deadlines for FY2025 renewals/new annual orders, and 3) FY2024 encumbrances.

Requirements

- iBuy **should** be used for all requisitions and purchase orders. This includes both regular and standing orders.
- The iBuy Purchase Requisition Form introduced in 2020 replaced the Route to Purchasing Form, Non-Catalog Order Form, Controlled Substances Form, Radioactive Substances Form, and the Route to Materials Management Form. It also incorporates information regarding Small Purchases including whether multiple quotes were obtained. The Purchase Requisition Form was further updated effective 12/1/2023; please register for Training at https://illinois.zoom.us/meeting/register/tZwuc-CrqDIshdcMA-q7lCianKSUTvP2_RcN#/registration. Also see updated iBuy Job Aid at <https://answers.uillinois.edu/training/page.php?id=120250>.
- Standing orders should be initiated with the iBuy Standing Order Form. The new Standing Order Form does not require the price-quantity flip, nor that a line item be limited to \$999,999 or less. If your purchase includes multiple line items, consider using the Standing Order Form. The Standing Order Form was also updated effective 12/1/2023; please consult iBuy Standing Orders Job Aid at <https://answers.uillinois.edu/training/page.php?id=120277>.
- Payment Terms other than Net 30 are now permitted in iBuy. Information specifying Non-Net 30/Non-Standard Payment Terms can be added in the Summary tab of the iBuy requisition in the Billing section, under Billing Options. Please consult the Job Aid at: <https://www.obfs.uillinois.edu/training/materials/ibuy/Requesting Non-Standard Payment Terms in iBuy>.
- Shipping/Freight costs should NOT be estimated for UIC requisitions/POs, and are now addressed with the "FOB Code" (Freight on Board) field under Shipping. This alternative way to identify these costs on the Purchase Requisition Form and Standing Order Form MUST be completed, by selecting 1 of 3 options, to facilitate payment processing.
- Effective 9/20/2022, "Nonconforming" invoices/POs became "After the Fact" procurements. You must supply applicable information by answering the questions in this section of an iBuy requisition so that the iBuy PO issued can be used and matched for payment. This section will also be used, effective 12/1/2023, to Cancel and Replace POs in iBuy.

- Standing Orders should be established to serve as master contracts with a vendor for which there are continuing, multiple requirements for certain supplies or services on an “as needed” basis throughout the fiscal year. The amount of the standing order should be your total estimated spend for all items expected to be ordered. Vendors for standing orders estimated to exceed \$50,000 annually will be subject to requirements for registration with the State Board of Elections
- Orders estimated to exceed \$100,000 annually require submission of Financial Disclosures and Conflicts of Interest Forms.
- Small purchases of \$10,000 to \$100,000 using Federal or Federal pass-through funds (Fund Codes 4xxxxx and 5xxxxx), shall comply with the Uniform Guidance Micro-Purchase requirements and must include multiple quotes at \$10,000.
- All other small purchases shall comply with the Chief Procurement Officer for Higher Education Administrative Rules at Sec.4.2020(a) which include documentation demonstrating competition (quotes) from multiple vendors for purchases \$20,000 to \$100,000. In order to promote the inclusion of diverse and small businesses, purchases between \$10,000 and \$20,000, that are not federally funded, do not require multiple quotes if the selected vendor is a currently certified BEP, State Use - Sheltered Workshop, or SBSP vendor [see [7.2.3 Purchases below the Small Purchase Limit \(Small Purchases\)](#)].

Such quotes can be informal (e.g., via telephone or email, or notes of web-based pricing of comparable items). The multiple quotes must be documented in iBuy Internal Notes or Comments, or attached in iBuy Internal Attachments, and must identify the vendors which provided the quotes and the method by which the quotes were obtained; or the reasons why multiple quotes, including from small and diverse businesses, were not obtained. These requirements are now addressed in the iBuy Purchase Requisition Form and Standing Order Form.

- If an invoice for an iBuy Standing order is \$50,000 or more, it will trigger the Banner receiving process when the invoice is completed in Banner. See the OBFS Job Aid link on completing Receiving Report: <https://www.obfs.uillinois.edu/payments-vendors-students/receipt-required-po-invoices/>
- Sole Source, Cooperative (including Joint Governmental and Group Purchasing Organizations), and Exempt procurements (e.g., professional memberships, subscriptions, athletic/artistic/musical performances or events, sponsored research, or medical supplies and services necessary for delivery of care and treatment at UI Health facilities) still require creation of iBuy requisitions, regardless of amount. Purchasing will advise the requisitioner of other requirements, as applicable, to process Sole Source, Cooperative and Exempt procurements.
- If your purchase order, including for a competitively solicited award, is expiring and there is a continuing need for services or supplies, but no Renewals are available, then you will need to submit a requisition for a new purchase order or new competitive solicitation to be initiated. This should be done as soon as possible to permit adequate time to draft, issue, receive responses, evaluate and recommend an award for a competitive IFB (Invitation for Bid) or RFP (Request for Proposal). A requisition for a competitive solicitation should continue to use “iBuy Bid Vendor” as the vendor.
- All segments of the FOAPL must include “-2” to designate Chart 2 UIC (for example, Fund Code xxxxxx-2, Org Code xxxxxx-2, Account Code xxxxxx-2, Program Code xxxxxx-2).

Deadlines

For FY2025 purchase requirements needing a start date of 7/1/2024, it is essential that departments submit requisitions in a timely manner to allow sufficient time to process renewals

(if any are available), or competitive bids, RFPs, Exemptions, or Sole Sources, prepare recommendations for the Board of Trustees, if necessary, and obtain all necessary approvals, to issue an annual order by July 1st.

Purchase Request Amount	Date Due in UIC Purchasing
Renewals of competitively-solicited (IFB or RFP), posted awards of any amount, to meet requirements of Sec. 8i of BEP Act for review upon renewal of whether BEP goal established for original solicitation is being met, or should be increased, or if there was no goal if one should be established.	December 13, 2023
\$1,000,000 or more per fiscal year for supplies, general services and/or professional and artistic services, including sole sources and exemptions, requires Board of Trustees (BOT) approval. Requisitions need to be submitted to Purchasing no later than February 5, 2024 to ensure time for the necessary BOT approvals for a July 1 start date.	January 8, 2024 Last BOT Mtg. Date prior to FY25 is May 16, 2024
\$100,000 to \$999,999 for supplies and general services, including Sole Source and Exempt purchases.	February 5, 2024
\$100,000 to \$999,999 for Professional and Artistic services (Law, Accounting, Dentistry, Clinical Psychology, Medicine and Custom-produced Art).	February 5, 2024
\$50,000 to \$100,000 for supplies, general services and professional and artistic services.	March 1, 2024
\$10,000 to \$49,999 for supplies, general services and professional and artistic services	April 1 2024

How to Renew an Annual Order

- Due to the new iBuy forms that were released in December 2020, please do NOT copy from previous (FY2021) carts that were created using the old forms.
- ACCOUNTING DATE/TRANSACTION DATE – FY2025 orders must have a July 1, 2024 or later Accounting Date
- REQUESTED DELIVERY DATE/DELIVERY DATE: If the FY2025 order will be used for the entire year, make the Requested Delivery Date June 30, 2025.
- Enter the previous fiscal year Purchase Order number in the Previous Purchase Order Number field under Internal Notes and Attachments, e.g., P0907737 (FY24). All other information should be entered in the “Internal Notes” or “Internal Attachments” sections.
- Enter the following in the “External Notes” field e.g.
STANDING PURCHASE ORDER TERM 07/01/24 TO 06/30/25 REPLACES PO #Pxxxxxxx.
FURNISH THE FOLLOWING “AS REQUESTED OR SCHEDULED ONLY”. THIS PO IS SUBJECT TO CANCELLATION. PO is not to be used for any purchase of supplies or services, nor should any work be performed or invoices issued, before July 1, 2024 or the date PO was issued, whichever is latest.
- Please provide information regarding source of State authority, such as RFP, IFB, Sole Source, or Exemption numbers and the Contracts+ (or iCS) Contract Number in the “Bulletin Award Number” and “Contract Number” fields under Internal Notes and Attachments. Additional information including Vendor quote numbers; Statewide contract numbers associated with Cooperative contracts such as IPHEC, Novation/Vizient, E&I or IL Central Management Services; and any other source of pricing should be entered in the “Internal Notes” section.

- Users will receive an iBuy email notification when a purchase order is created that includes the purchase order number (unless the user has turned off such notifications in their notification settings).

Expiring Contracts – Renew or Extend

- Contracts must have appropriate procurement authority to be renewed or extended. Remember, expired contracts cannot be amended, extended or renewed. If there is an ongoing need once a contract has expired, a new contract must be requested. Please confirm procurement authority with the UIC Purchasing and Contract Management Team.
- Please enter a Contract Request in Contracts+ to renew or extend an expiring contract prior to the contract's expiration date. Include the current contract number in the "Contract Number to Amend" field of the Contract Request.

Encumbrances

Fiscal Year 2024 will end on June 30, 2024. Completed and approved requisitions for purchases of supplies and services that are to be charged to your Fiscal Year 2024 budget and encumbered with FY2024 funds must be received in UIC Purchasing by the dates listed in the deadlines section to ensure encumbrance of funds in FY2024. NOTE: Purchases funded with State appropriations must be encumbered in the current fiscal year. **Purchase orders issued after July 1 will be charged to your FY2025 budget.**

Who to Contact:

UIC iBuy and Contracts+ Questions and Assistance:

UIC Purchasing and Contract Management: 312-996-2850 or UICPurchasing@uillinois.edu

Please see the UIC information found on the [iBuy Who to Ask](#) page or email questions to UICPurchasing@uillinois.edu.