Attention Workday Purchasing Community:
In preparation for year-end, now is a good time for basic housekeeping that can be completed ahead of time.

Requisitions with Contracts
What is the deadline for requisitions tied to a contract for FY22?
If the requisition includes a contract or any type of agreement the requisition must be pending Purchasing approval by April 25th.

Change Orders
When can I submit change orders?
Change orders can be submitted now and must be pending Purchasing approval by May 13th, to be processed for FY22. Change orders will not be available in the early days of June. For instructions, view the Change Order video tutorial.

Requisitions without Contracts
What is the deadline for non-contract requisitions for FY22?
The requisition must be pending Purchasing approval by May 16th.

Closing Purchase Orders
Can a department close a purchase order?
If all items have been received and all invoices are paid, close the PO. Also, if the purchase order is no longer in use, then the PO can be closed. Accounts Payable recommends closing POs that have no encumbrance. The deadline for closing purchase orders is June 10th. For instructions, view the Closing a Purchase Order video tutorial.

Capital Equipment
What is the deadline for capital equipment?
Requisitions must be pending Purchasing approval by May 7th. Capital equipment must be received, installed, accepted, and invoiced by May 31st to be recorded in FY22.

For questions, contact 305-284-5751 or email PurchasingHelpDesk@miami.edu.