LIMITED & EXEMPT PURCHASING DOCUMENTS

What do I do if I have a limited/exempt purchase for FY16 that I want to enter in FAMIS in August, 2015?

FY16 will open 08/21/14 in FAMIS to enter limited/exempt purchases. Please note that these FY16 documents can only be entered. They will not be paid until after the first closing on September 7, 2015. Once opened, there will be the option of entering FY15 or FY16 on screen 240/235. FY15 will stay open until September 7, 2015. Information for FY15 should continue to be entered until that time.

If entered as a FY15 document it will be in the system and appear on the final FY15 account statement, either as accounts payable or an encumbrance. If entered as a FY16 document, it will not show up on your account statement until the September FY16 statements.

For any questions, please contact Debbie Elbrich at 979-436-9239.