



University of Kentucky
Procurement Services
322 Peterson Service Building
Lexington, KY 40506-0005
P: 859-257-9100
F: 859-257-1951
purchasing.uky.edu

TO: All University Departments

FROM: Barry Swanson, Chief Procurement Officer
Procurement Services

SUBJECT: Purchasing Shopping Cart/Requisition Deadlines for Fiscal Year 2025-26

DATE: March 2, 2026

Shopping Carts/Requisitions received by the following designated cut-off dates will be processed on old year funds. Procurement Services will make every effort to process Shopping Carts/Requisitions received after the cut-off dates; however, we cannot guarantee that purchases will be processed against current year funds. Those Shopping Carts/Requisitions received before the deadlines will take first priority.

Encumbrances: Regular encumbrance balances not cleared by payment or account payable accruals will be forwarded to the new fiscal year and charged against the 2026-27 budget. Departments are responsible for cancelling any open Shopping Carts/Requisitions to release pre-encumbrances. SAP reports ZMM_BA_RPT and Z_MMEKPO are available to identify open purchase orders. A help guide for using the BA report is available on the Procurement Services [website](#) via the Learning and Training Resources tile (login required for access).

[Deadline 1 – April 1, 2026 – Shopping Carts/Requisitions for Lease Purchases, Equipment, and Vehicles and Capital Non-Price Contract Goods, Services, and Equipment](#)

This is the last day that Shopping Carts/Requisitions can be received in Procurement Services for vehicles or a lease where the first payment is requested from Fiscal Year 2025-26 or for purchase of capital goods, services, or equipment that are not on a current University Price Contract and require delivery prior to July 1st. Procurement Services will make every effort to process Shopping Carts/Requisitions received after the cut-off dates; however, we cannot guarantee that purchases will be processed against current year funds.

[Deadline 2 – May 11, 2026 - Small Dollar Purchases, Contract and Non-Contract](#)

Shopping Carts/requisitions for small dollar purchases of any type that require delivery prior to July 1st.

[Deadline 3 – June 30, 2026 – Online Confirming/Receiving must be posted by 5:00 p.m.](#)

Last day to enter online receipts for all goods and services received prior to or on June 30, 2026 for SAP Purchase Orders 43XXXXXXXX or 47XXXXXXXX.

[Deadline 4 – July 6, 2026 – Online Confirming/Receiving must be posted by 5:00 p.m.](#)

Last day to enter online goods confirmations/receipts for all goods and services received prior to or on June 30 for SAP Purchase Orders 45XXXXXXXX and SRM Purchase Orders 75XXXXXXXX, 78XXXXXXXX, and 88XXXXXXXX.

(Continued)

Important note relating to Deadline 4 for SRM Goods Confirmers: Due to backdating requirements for goods receiving/confirming documents during this time, SRM Goods Confirmers will need to use SAP T-code MIGO to create goods receipts for items received prior to or on June 30, 2026. For questions or to receive temporary MIGO permissions to execute these, email eprocurement@uky.edu for assistance. It is to departments' advantage to create required confirming/receiving documents on or prior to June 30th.

In order to complete the procurement process, each department **MUST perform online confirming/receiving**. Failure to post online confirming/receiving within the deadlines will result in payment being made on new year funds. All requests to have something processed must be in the Procurement Services office by noon, June 30, 2026.

Reminder: It is a violation of University policy to falsify documentation.

Additional Information - Review and Cleanup of Open SRM Shopping Cart and Purchase Order Transactions

In association with enterprise technology modernization and business process improvements, Procurement Services will be working closely with units over the coming weeks to review and bring to closure open transactions within the Supplier Relationship Management (SRM) system. This will include past and current SRM 90XXXXXXXX Shopping Carts and 75XXXXXXXX Purchase Orders which may have open quantities for confirming or invoicing or other encumbrance matters as well as unresolved imbalances within the transactions. Procurement Services will be in contact with business officers and Shoppers throughout areas of the enterprise that utilize SRM for ordering goods and services to engage and make efforts for resolution of any open SRM transactions in process or planned through June 30, 2026. It's also important for units to proactively review open Shopping Cart and Purchase Order encumbrances for their areas during this time and make efforts to resolve and balance open issues.

Additionally, a number of open SRM 75 purchase orders for long lead time delivery or for services that will be needed past July have been identified and will need to be transitioned to standard SAP 45 series purchase orders over the coming weeks. Procurement Services staff are currently reviewing these and will be in contact with units to review and convey needed actions. If you plan to create any new SRM Shopping Carts for upcoming purchases having a long lead time that will extend past June 30, please contact eprocurement@uky.edu for instructions prior to starting the order.

Contact eprocurement@uky.edu for questions related to resolution or closure of any open SRM 90 series Shopping Carts or 75 series Purchase Orders.