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**Subject:** Finance/Procurement Mid-Fiscal-Year Reminders, Tips, Announcements  
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## Good Morning,

It's hard to believe we're a little more than half way through the fiscal year already!

Below are some tips and reminders from Procurement, Finance and Budget to help you prepare for fiscal year end, along with a few announcements.

### **BUDGET REVIEW:**

Now is a good time to take close look at your budget and actual expenses to prevent overspending. If you need assistance, please contact your [Budget Analyst](#).

### **PURCHASE ORDER CLEAN UP:**

Be sure to review open purchase orders and rejected purchase orders to make sure they are accurate. If you don't expect to make any more payments against them, please close them. Open purchase orders not only reduce the amount of budget available to you, but they impact year end cash reporting. They are also reported as liabilities in our year end financial report. If you have questions or need assistance managing your purchase orders, contact [Procurement](#).

### **PLAN NOW FOR LARGE PURCHASES:**

If you're planning any purchases over \$10,000 before fiscal year end, please contact [Procurement](#) as soon as possible. They will support your contract needs and work with you to ensure proper vendor registration.

### **TECHNOLOGY PURCHASE DEADLINES:**

If you're purchasing software or technology equipment, be aware of the following deadlines.

- March 21, 2025 - last day to submit non-standard technology request forms for IT review, specifically for software requests
- April 11, 2025 - last day to submit standard technology request form for technology equipment purchases

You'll find more information about [technology purchases](#) on the Procurement website.

**BUG MEETINGS:**

Office Managers and Buyers are strongly encouraged to attend [BUG meetings](#) where Finance and Procurement provide support and important information. The next BUG meeting is February 12<sup>th</sup> at 1pm. Visit [our website](#) for the latest BUG information, meeting agenda and meeting links. We look forward to seeing you!

**CHROME RIVER:**

Chrome River is now Emburse Enterprise. Emburse, Chrome River's parent company, changed the product name to Emburse Enterprise. Logos, login screens and colors will be updated to reflect the transition. Things may look different, but it's the same product.

**Thank you for all you do!**

**Your Finance, Procurement and Budget Team**