

To: All State Agencies, Departments, Institutions, Boards and Commissions, State Printing and Mail Services Staff
From: James Hoover, Procurement Manager, DAS Office of State Printing & Mail Services
Date: April 28, 2014
Re: 2014 fiscal year cutoff

To insure that your fiscal year **2014 commercial procurement requests** are processed prior to the close of the fiscal year and OBM's cutoff for encumbrances, our office has established a cutoff date of **Friday, June 6, 2014** for submission of printing orders using FY14 funds.

- Plan carefully and submit printing requests to us with as much notice as possible.
- Contact your assigned State Printing analyst to request any assistance you may need in processing your request.
- Although we have set a target date for submitting printing requests, we will do everything we can to process all orders. We cannot guarantee procured printing jobs with FY14 funds for PRO's received after June 6.
- Alert your agency approvers to any pending commercial printing requisitions so purchase orders can be approved, sourced, and dispatched by the June 23rd OBM deadline. **If agency approvals do not occur, a PO will not be created and funds will be lost.**
- Appropriate monies will need to be allotted for submitted printing request orders to prevent budget errors in sourcing. If a PO does not pass budget check by the June 23rd deadline, it will have to be encumbered with FY15 funds.
- Agencies who have a blanket encumbrance for contract jobs with sufficient monies may continue to submit printing jobs using FY14 funds through June 30, 2014.
- There is no cutoff for **copy center jobs**. Although State Printing does not require copy center orders to be encumbered, your internal policy may state otherwise. If you choose to encumber, please create a requisition for FY14 copy center jobs, customer service fees, or cost per copy charges. Requisitions must be encumbered by June 23. Use DAS01 as the vendor number and use DASB as the xref for ISTV's with an account code of 529201. FY15 jobs will not be billed until rates are set by OBM so exact costs are not available for any jobs delivered after June 30, 2014.

The Ohio Revised Code 131.33 states that all encumbered printing project orders must be used within the fiscal year in which it was encumbered. The printing request does not have to be delivered nor vouchered, but it does have to be ordered in the fiscal year in which it was encumbered.

You may want to distribute a copy of this notification to others within your office so they can schedule their printing procurement needs accordingly.

If you have any questions regarding this memo, please contact your assigned State Printing analyst or call our general information number (614) 644-7550.