



MAGNUSMART

A SMARTER WAY TO PURCHASE

As the fiscal year 23 draws to an end, you can begin to setup your Departments' continuous purchase orders for the new fiscal year. This can be achieved by copying the previous order it replaces/cancels or by creating a new one. [Step by Step](#) instructions are on the home page of MagnusMart.

As a reminder here are the FY23 Year end dates;

6/9/23 New Vendor set up

6/16/22 (Magnusmart) Purchase Requisitions for FY23

6/16/22 (MagnusMart) P.O. Change Orders, Payment Requests & Travel Expense Requests

Definition of Complete and In Purchasing: Orders in MagnusMart must be fully through the approval chain and ready for review in Purchasing by the cut-off date/time. Be sure to allow plenty of time for departmental review and approval to meet the deadline.

Reminders:

1. Service/Maintenance agreements should not cross fiscal periods.
2. Memberships and Contract Renewals effective July 1, 2022 or after will be paid in FY2024.
3. Please review open FY23 orders and contact Purchasing when they can be closed.