

# Welcome to the May 2026 Procurement and Distribution Services Newsletter!

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As we approach fiscal year end, this month's Procurement newsletter focuses on key close timelines along with important process and policy reminders. Please take a moment to review the details below to help ensure a smooth and compliant year-end close for everyone.

## Year End Close:

**VENDOR INVOICES:** Please have new vendor information and all approved invoices emailed to [invoices-pds@case.edu](mailto:invoices-pds@case.edu), the Accounts Payable alias, as quickly as possible. Be sure that a valid purchase order number is recorded on the invoice. Invoices received by Accounts Payable through 12:00 noon on July 9 will be reviewed and charged to the appropriate fiscal year. Generally, invoices are charged to the fiscal year by the date of when the service was provided, not by the date of the requisition or the purchase order date. **\*Invoices received by 5:00 p.m. on June 30 will be reported on the June preliminary run. Invoices submitted after 5:00 p.m. on June 30 through 12:00 noon on July 9 will be included on the June final run.**

**Payment requests**, with any required supporting documentation, must be completed on-line in PS Financials by **12:00 noon on July 9**. If a new vendor must be set up in order to process a payment request, that information must be received in Accounts Payable no later than **12:00 noon on June 30** to ensure that the vendor maintenance team has time to add the vendor to the database.

**PURCHASES AND COMMITMENTS:** Accounts will be charged with the cost of materials or services in the fiscal year based on the date of the service provided. If there are special circumstances to be considered in applying these cut-off procedures, please contact Lisa Hausmann, Accounts Payable Manager, at 368-5937 or Nicole Karn, Senior Director, Accounts Payable and Business Operations, at 368-0676. Lisa and Nicole can also be reached via e-mail at [lisa.hausmann@case.edu](mailto:lisa.hausmann@case.edu) and [nicole.karn@case.edu](mailto:nicole.karn@case.edu), respectively. For any other AP questions or concerns please contact Accounts Payable via e-mail at [acctpay@case.edu](mailto:acctpay@case.edu). Open purchase orders will be listed as encumbrances on the June expense statement. It is important to review these encumbrances carefully to be sure that expenses are charged to operating accounts in the appropriate fiscal year. **Please notify Accounts Payable of items received prior to June 30, 2026 that do not appear on your fiscal year 2026 expense statements, or items appearing on your fiscal year 2026 expense statements but received after June 30, 2026. Your notification should include the speedtype, account, amount, voucher number, PO or requisition number (if there is one), description, and date received or paid.** If you have any questions regarding the above items, please contact Procurement at 368-2560 or via e-mail at [customercareteam-pds@case.edu](mailto:customercareteam-pds@case.edu).

**PO CLOSE:** Please submit requests to [poclose@case.edu](mailto:poclose@case.edu) to close unneeded POs before the end of the fiscal year. Closing unnecessary POs will clean up outstanding encumbrances on your Income and Expense Summary.

**CONTRACTS:** Please submit all contracts by June 5th to provide the highest probability that the contract will be executed by year-end. While the vast majority of contracts are executed in under 7 days, year-end is a peak season for our contracts team.

## Reminders:

**Software is NEVER a reimbursable expense.** If you are unclear how to process a software expense, please review our "How to Buy Software and Software Subscriptions" Guide on the Procurement Webpage.

**Supplier Inactivity and Deactivation Processes:** To keep our data clean and secure, the Customer Care Team routinely deactivates supplier IDs that have been inactive for 18 months or are identified as duplicates. This maintenance ensures our records stay accurate, keeps us compliant with IRS regulations, and prevents payments from being sent to the wrong vendors. Reactivation requires the submission of an updated Supplier Information Form.

**Wire Transfer Eligibility and Processing:** Wire Transfer is the required form of **electronic** payment to international suppliers. While check payment is always an option for every supplier, some international banks are unable to process US checks. CWRU is unable to process ACH payment to non-domestic bank accounts.

Any expenses requiring payment by wire transfer must be submitted as a requisition – a valid PO is required for wire transfer payment. Requestors are responsible for routing the wire request package for approvals based on the speedtype and/or account number to be charged. Fully completed and endorsed forms are submitted to [acctpay@case.edu](mailto:acctpay@case.edu) for final PO review and approval, with execution of the wire transfer being completed by the Treasurer’s Office. More information can be found here: <https://case.edu/procurement/accounts-payable/how-we-pay>

**Honoraria Guidance:** Keep an eye out for updates to our honoraria guidance.

**CAMPUS OUTREACH:** *Have you experienced staff turnover or maybe just want a personalized procurement refresher for your department?*

We'd love to visit and meet with you! Reach out to Beth Connelly at [bxc571@case.edu](mailto:bxc571@case.edu) or Nicole Karn at [nmk10@case.edu](mailto:nmk10@case.edu) to schedule a session.



## Procurement Tip of the Month!

Not sure of the compliant payment methods? Our “How-To-Buy Guide” is a resource -

[https://case.edu/procurement/sites/default/files/2026-03/Procurement%20and%20Distribution%20Services%20How%20to%20Buy%20Guide%20v.8\\_2.pdf](https://case.edu/procurement/sites/default/files/2026-03/Procurement%20and%20Distribution%20Services%20How%20to%20Buy%20Guide%20v.8_2.pdf)

Thank you,

Beth and Nicole