

**From:** proc-agents  
**To:** [proc-agents@lists.in.gov](mailto:proc-agents@lists.in.gov)  
**Subject:** [IDOA Procurement Announcement] FW: Dashboard files  
**Date:** Wednesday, June 06, 2018 9:49:26 AM  
**Attachments:** [Dashboard - 20180604.xlsx](#)  
[ATT00001.txt](#)

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Hello everyone,

Attached is the most recent copy of the year end dashboard detailing items that do or may require clean-up before PO Rollover. In particular, the SCM documents with no PO are a concern. We still have a little time left, and I want to make sure everyone gets the word that it is acceptable to move forward with creating a PO even if the contract isn't yet executed for year end purposes. If you want to back everything out, that's certainly at your discretion; there is an option, though.

Below is an excerpt from the communication sent late last week concerning SCM.

## SCM Documents

All 2018 funds must be encumbered by a PO in Approved/Valid status prior to Rollover. If the administrator believes in good faith that an SCM contract currently in process is certain to be executed and there's any doubt that meeting the deadline might be an issue, it would be necessary to go ahead with a PO that's Approved/Valid rather than risk losing the funds. The PO, however, should NOT be dispatched or otherwise provided to the vendor until there is a signed and executed contract.

If you have any questions, please don't hesitate to ask.

Have a good day!  
Todd

**Todd Carr, Director | Technology and Operations Management**

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