# PO Freeze Checklist 6/23 – 6/30

Learn how to best place orders before, during, and after the period where new POs will not be created.

## Before

**Submit FY19/20 Marketplace Orders Early**

Stock up your office or lab in early May to avoid the ordering rush, but wait to submit FY20/21 orders.

**Apply for an Express Card**

Prepare your department for ordering during the freeze period.

**Minimize POs with Split Indexes**

These POs are more complicated to carry over.

**Revise Unnecessary POs**

Reduce POs that shouldn’t carry over to ensure they aren’t overpaid or duplicate paid.

**Review Invoices and Requisitions**

If they are not approved before the freeze, they will not transition to Oracle.

## During

**Use Procurement Card**

Refer to the [Procurement Card Restricted Purchases Blink page](#) for goods and services which are allowed on the Procurement Card.

Contact IPPS if you would like to request a temporary limit increase or to discuss an exceptional purchase.

## After

**Submit FY20/21 POs**

Place your orders for the new fiscal year in Oracle Procurement.