

To: Faculty and Staff

From: Allyson Easterwood  
Controller, Office of the Controller

Mike Herndon  
Director, Procurement and Contract Services

Date: May 1, 2009

Re: Year-End Procedures

The following rules and procedures are in effect for the fiscal year end closing June 30, 2009. All due dates are as of close of business on the day indicated.

### **Requisitions and Purchase Orders**

Requisitions for purchase order items that require bids or quotes must be submitted to the Purchasing worklist by Wednesday, May 13, 2009. Requisitions for purchase order items that do not require the bid or quote process must be submitted to the Purchasing worklist by Monday, June 1, 2009. To assure that a requisition is charged against the current year budget, requisitions must be received in the Purchasing worklist by the above dates, and goods and services must be received and payment must be made by July 1, 2009. **No purchase orders will be processed in the current fiscal year for goods or services to be provided after July 1, 2009.**

### **Outstanding Purchase Orders**

Purchase Orders that are outstanding at year-end will be rolled over to the next fiscal year using the same chartfield string. **These purchase orders will be charged against next year's budget.**

### **Purchases on Campus**

Purchases received from the Bookstore, Printing Center, Central Stores, iTech and Science Stores through June 30, 2009 will be included in the current year's business. The Controller's Office may defer unusually large purchases of supplies during the last week of June to fiscal year 2010 operations. All Interdepartmental Invoices to be included in fiscal year 2009 business should be in the Controller's Office by Thursday, July 2, 2009.

### **Procurement Cards**

Procurement Card statements ending June 30, 2009, are available on-line beginning July 1, 2009. In order to be processed in fiscal year 2009, credit card vouchers are due in purchasing on Thursday, July 2, 2009. If you are not able to access your statement on-line please contact Becky Holder or Sandra Reiter in Purchasing.

**Physical Plant Services**

Work orders for Physical Plant services that are completed by June 22, 2009 will be charged in fiscal year 2009. If a work order has been submitted prior to June 22 but the work is incomplete on June 22, 2009, those charges will be billed in fiscal year 2010.

**Accounts Payable (Invoices from PO's)**

All documents supporting payments to vendors that have *met auditing requirements* and are received in Procurement Services by the following dates will be processed in fiscal year 2009.

Invoices dated prior to 5/1/09	PO's released for payment, invoices approved by dept (if required) and returned to Procurement before 5/29/09
Invoices dated after 5/1/09	PO's released for payment, invoices approved by dept (if required) and returned to Procurement before 6/19/09

It is the department's responsibility to make sure that Accounts Payable has invoices for all PO's that must be paid in fiscal year 2009.

**Accounts Payable (Remittance Vouchers and Employee Reimbursement Vouchers)**

All Remittance Vouchers and Employee Reimbursement Vouchers that have *met auditing requirements* and are received in Procurement Services by the following dates will be processed in fiscal year 2009.

Activity Prior to 5/1/09	Procurement before 5/29/09
Activity After 5/1/09	Procurement before 6/19/09

**Petty Cash**

Petty Cash reimbursement requests should be in Procurement Services no later than June 12, 2009 for processing in fiscal year 2009.

**Payroll**

Biweekly timesheets for the pay period ending June 26, 2009, need to be submitted to Payroll on Friday, June 26, 2009. The biweekly payroll ending June 26, 2009, which will be paid July 10, 2009, will be included in fiscal year 2009. Accruals will be made in fiscal year 2009 for two days, June 29 and 30, 2009, equal to two-tenths of the biweekly payroll ending June 26, 2009. Accruals will be made for the summer sessions payroll to approximate 50% to be included in fiscal year 2009.

### **Travel Reimbursements and Encumbrances**

No travel encumbrances will be recorded in the current year for trips beginning after June 30, 2009. Travel Vouchers that have **met auditing requirements** and are received in Procurement Services by the following dates will be processed in FY09.

<b>Travel Dates</b>	<b>In Travel Office by</b>
Travel Prior to May 16, 2009	<b>May 29, 2009</b>
Travel 5/17/09 – 6/5/09	<b>June 10, 2009</b>
Travel 6/6/09-6/19/09	<b>June 24, 2009</b>
Travel 6/20/09-6/30/09	<b>July 1, 2009</b>

**Travel vouchers that are submitted after these due dates will be posted against next year's budget.**

### **Cash Deposits**

All cash and checks on hand in the departments are to be deposited with the University Cashier in Business Services no later than NOON on June 30, 2009.

All grant related checks on hand in the departments are to be delivered to the Office of Contracts and Grants Accounting no later than NOON on June 30, 2009.

### **Designated Fund Budgets**

Fiscal year 2010 beginning budgets for designated and agency funds will be loaded into SOAR-FIN using the remaining spending authority balance as of May 31, 2009. The fiscal year 2010 beginning budget amount should match the remaining spending authority reflected on the May 31, 2009 monthly detail report. After fiscal year 2009 is closed (scheduled for August), beginning budgets will be adjusted to correct ending balances as of June 30, 2009.

If you have any questions regarding these year-end closing procedures, please contact the following individuals:

<b>Individual</b>	<b>Area</b>	<b>Phone</b>
Becky Holder	Purchasing	6.4131
Diana West	Accounts Payable and Travel	6.5668
William Wheat	Physical Plant	6.6752
Sally Downey	Designated Fund Budgets	6.6677
Mary McSwain	Agency Fund Budgets	6.5032
Linda Smith	Payroll	6.4101
Sally Downey	Cash Deposits	6.6677