

BUSINESS AFFAIRS MEMORANDUM 2012-01

TO: All Departments
FROM: Greg M. Lovins
Interim Vice Chancellor for Business Affairs
DATE: February 21, 2012
REFERENCE: CLOSING DATES-FISCAL YEAR 2011-12

Departments must adhere to the following deadlines to pay for purchases from the current year=s funds:

MARCH 30, 2012 - Last date for Purchasing to receive a requisition for any purchase costing \$25,000 or more.
APRIL 30, 2012 - Last date for Purchasing to receive a requisition for any purchase costing \$2,500 up to \$25,000.
APRIL 30, 2012 - Last date for Purchasing to receive a requisition or for orders submitted through Yo-Mart for any purchase and last date to procure any items against Blanket (Standing) Purchase Orders for the payment to be charged to Fiscal Year 2011-2012 funds. Blanket (Standing) Purchase Order purchases made during June, 2012 will be charged to Fiscal Year 2012-13 funds.) **Please note that all State Fund Purchase Orders issued in fiscal year 2011-12 are to be paid by May 31, 2012.**

JUNE 15, 2012 – Last date for the following:

1. **State Fund Requests for Budget Revisions** (require the Chancellor or appropriate Vice Chancellor=s approval).
2. All entries for any **Summer School** funds (104XXX) or **Extension Instruction** funds (105XXX OR 1045XX THROUGH 1058XX) except Payroll items must be processed. (This includes any payments, travel reimbursements, purchase orders and budget entries.) Any exceptions must be authorized by the Offices of Summer School or Extension Instruction as applicable.
3. **The last date to submit payment requests for the current year for any purpose (including the Check Request Procedure for small purchases).** To complete any payment, the following will be required: (1) a correct invoice; (2) the Warehouse must have received the materials; and (3) the Banner Finance System must have sufficient budget balance available in the appropriate budget pool or line-item.
4. **No expenditure transfers** will be processed after **June 15, 2012**.
5. **On-campus service areas to charge** current fiscal year funds; (this means that any purchases from the Warehouse or work performed by the Print Shop, Physical Plant, Computer Center, postage charges, etc., must be completed by this date in order to be charged to funds available for the current fiscal year. (If you are a service area processing invoices, and you do not want the funds reflected in fiscal year 2011-12, **do not invoice** departments until July).
6. **Use of Petty Cash System;** (any charges made through the Petty Cash System after **JUNE 15, 2012** will be reflected on funds in **July**.)
7. The last date for the **Purchasing Card** statement to be paid from the current fiscal year funds is **June 15, 2012**. Transactions not on the June 15th statement will be paid from next fiscal year funds. On-line reconciliation and on-line approvals must be completed by **June 21, 2012** at 5:00 P.M.
8. **Travel Advances** will not be issued when travel begins after **JUNE 15, 2012**. Travel reimbursements **received** in the Controller=s Office by **JUNE 22, 2012**, will be issued in this fiscal year, providing sufficient funds are available.
9. **All temporary employees** will be paid for work performed through **June 15, 2012**.

June 30, 2012 – Last date for **on-line budget transfers** (all State and Special Funds, departmental transfers involving 720000 through 785000 budget pools).

The dates will be revised should it become necessary due to current year state wide revenue shortfalls. Please advise all personnel in your area of these important dates.

Thank you.