

TO: The University Community
FROM: Pam Sander, Controller
DATE: February 28, 2019
SUBJECT: Fiscal Year-End Deadlines

Below is a calendar of year-end deadlines for FY19 which applies to all University accounts. Please review and distribute this information to the appropriate personnel in your department. If you have questions, please contact the appropriate department listed below. Grant accounts are subject to the deadlines below regardless of the grant end date. Year-end audit requirements mandate that the University report all of its activity, including grants, on a June 30 basis.

<u>Concerning</u>	<u>Contact</u>	<u>Phone</u>
Requisitions	Purchasing	2202
Purchase Orders	Purchasing	2202
Invoices	Accounts Payable	2055
Chrome River Reports	Accounts Payable	2534/2848
Cashier Deposits	Cashier's Office	2597
Purchasing Cards	Accounts Payable	2848
Interdepartmental Transfers	Accounting Services	2074
Grant Accounts	Accounting Services	2209/2079
Southeast Bookstore Purchases	Southeast Bookstore	2465
Central Receiving Supplies	Central Receiving	2998
Labor Redistributions	Payroll	2205

Deadline

March 22	--	FY19 Purchase Requisitions for items requiring formal bidding (\$25,000 or higher) must be entered and all on-line approvals completed.
June 3	--	FY19 Cutoff date to place a Special Order with Southeast Bookstore.
June 7	--	FY19 REU Purchase Requisitions for items on contract and items not requiring formal bidding (< \$25,000) due in Purchasing, including all grants.
June 17	--	FY19 Supply Orders due in Central Receiving.
June 26	--	FY19 Purchase Requisitions for payment enclosed orders must be entered, all on-line approvals completed, and all backup documentation received in Purchasing.
	--	FY19 Cutoff date for departmental charges at Southeast Bookstore.
June 28 (noon)	--	FY19 Deposits due to Cashiers Department.
July 2	--	Labor redistributions up to BW12 and MN105 are due to Payroll.
July 5	--	Invoices and Chrome River Reports on grants must be submitted to the Grant Accountant for approval for goods and services received prior to July 1, 2019.
July 9	--	Labor redistributions for BW13 are due to Payroll.
	--	Labor redistributions up to MN106 and SM6 are due to Payroll.

- July 10** -- **Chrome River Reports must be submitted and approved for travel and pcard expenses made prior to July 1, 2019.**
- July 12** -- **Forms to close or cancel FY19 Purchase Orders due in Accounts Payable.**
- **Invoices due in Accounts Payable, for goods or services received prior to July 1, 2019.**
- **Last day to enter Internal Charges for FY19.**
- **Interdepartmental Transfers due in Controller's Office, for business prior to July 1, 2019, including grants.**
- July 15** -- **Labor redistributions for BW14 are due to Payroll.**

FY20 PURCHASE ORDERS: Every attempt will be made to process FY20 Purchase Orders as quickly as possible when budgets become available. However, FY19 Purchase Orders shall take precedence prior to July 1, 2019.

Thank you for your attention to this schedule. We appreciate your cooperation which greatly contributes to a smooth year-end closing.