MEMORANDUM

TO: Deans, Associate Deans, Directors, Chairpersons, Office Managers, and Departmental Secretaries

FROM: Ricky Arjune, Budget Director
Kathy Ritter, Director of Procurement Services
Valerie Stevenson, University Controller

RE: Close Out Procedures
Fiscal Year Ending June 30, 2015

DATE: April 30, 2015

This announcement of fiscal year-end deadlines for close out procedures is being circulated in order that we may provide you with as much planning time as possible in our continuing effort to provide better customer service. Strict compliance is required to avoid any last minute processing problems. Unless specified below, the deadlines apply to all University funding sources: educational and general (E&G), local funds, auxiliaries, and contract and grant (C&G) accounts ending on or before June 30.

We are again offering training workshops on the year-end close out procedures. The workshops will be conducted as scheduled by your budget officers in May. Please watch Osprey Update for more information on the training classes.

This memorandum concerns deadlines for more than one functional area. These are University deadlines. Please note: Divisional Budget Officers may set earlier deadlines for their areas.

Should you have a specific question, please direct your inquiry to the appropriate department:
Budget Office 2502
Controller’s Office:
   General Accounting 2497
   Payroll 2715
   Travel 2713
   Accounts Payable 2713
   P-Card Coordinator 1738
Procurement Services 2730
ORSP 2455
Academic Affairs 2711
Administration & Finance 2136
Student Affairs 3983
Institutional Advancement 2161
President’s Office 2571
A link to this memorandum can be found on the Budget, Controller’s, and Procurement Services websites. In addition, a reminder of each deadline will be posted on the “Osprey Update” seven to ten days prior to each date.

Begin now to review all outstanding encumbrances and OPS employee commitments to ensure that sufficient balances are available to cover anticipated payments through June 30, 2015.

*The following deadlines were previously announced for the submission of specifications/requisitions for purchases requiring a competitive solicitation:*

- **MONDAY, MARCH 16** . . . . . . . . . . . . . Invitations to Negotiate
- **MONDAY, MARCH 30** . . . . . . . . . . . . . Request for Proposals
- **MONDAY, APRIL 20** . . . . . . . . . . . . . Invitations to Bid

**MONDAY, JUNE 8**
The final day to submit Banner requisitions and iContracts agreements for encumbrances in the current year (2014/2015) is Monday, June 8. Service Agreements for independent contractors can only be processed for services to be rendered on or before June 30, 2015. A completed vendor registration form and W-9 must be sent to Procurement Services as an attachment to any orders/contracts from vendors not already in the Banner vendor file. General revenue and carry forward commitments made through these encumbrances (committed) **MUST be received and paid by September 30, 2015**. On October 1, 2015, all un-cleared committed PO’s will be deleted unless alternative funding sources are identified.

Requisitions/service agreements requiring processing prior to July 1 for contractual services, such as equipment maintenance contracts commencing after June 30, cannot be processed unless the request is for (1) service(s) that offer a savings to the University if processed/ordered before July 1 or (2) orders for services beginning in July that must be processed in June to ensure the start, or uninterrupted continuation of the services. **This must be documented on your request.**

The final date to submit **change orders** or contract addendums to increase encumbrances in the current year, 2014/2015, is Monday, June 8. After this date these types of change orders will be returned unprocessed to the user department. Change orders will continue to be accepted for the purposes of liquidating an encumbrance or closing an open purchase order.

**WEDNESDAY, JUNE 10**
Inter-departmental **telephone billings** (June equipment and May long distance) will be recharged through the June invoices as of June 10. June long distance will be charged next fiscal year.

**MONDAY, JUNE 15**
This is the first day to submit **requisitions** (R16xxxxx) and contract agreements for the 2015/16 fiscal year. Note that you **MUST** revise the transaction date of the requisition to July 1 or the requisition will be disapproved.
This is the first day to submit \textit{T&E Travel Authorizations} (TA's) for the 2015/16 fiscal year. Note that you \textbf{MUST} revise the report date of the TA to July 1. \textbf{TA's for fiscal year 2016 created in fiscal year 2015 must list all the expenses as non-reimbursable even if they are reimbursable.}

This is the last day to submit \textit{office supply orders (i.e. Office Max)} online to ensure payment of the order in the current fiscal year. You may continue to order office supplies with sufficient budget in both the 2015 current fiscal year period and next fiscal year beginning July 1, 2015 through June 30, 2016, as we cannot predict in which fiscal year payment will be made.

\textbf{FRIDAY, JUNE 19}
Payroll transactions for the pay period ending June 19 shall be approved by Monday, June 22 at 10:00 a.m. for paychecks dated June 26. Following the completion of the payroll process on June 23, timesheets will not be available until positions roll to new fiscal year which should be on Thursday, June 25.

The June 26 payroll (for both Salaried and OPS employees) will include 10 days that will be charged to the current fiscal year (2014/2015). The July 10 payroll will include amounts for 6/20-6/30 that will be charged to this fiscal year (2014/2015), which for most departments will mean 7 days. Please ensure that you have sufficient budget to cover these expenditures.

\textbf{THURSDAY, JUNE 25}
In order to increase the chance for the P-card purchases to be charged to the current fiscal year (2014/2015), the P-card should be used through June 25. If these charges hit SunTrust Bank/VISA by July 7, they will probably be charged to fiscal year 15.

Charges incurred between June 25 and June 30 can impact the current fiscal year, or fiscal year 2016 depending on when the charges hit SunTrust Bank/VISA.

TA’s will need to be approved by the final approver on June 25th. Accruals will not be processed for TA’s. Only reimbursable expenses for days traveled in fiscal year 2015 will be encumbered. Please note that non-reimbursable expenses are not encumbered. Any non-reimbursable expense (i.e. lodging) that needs to be encumbered can be listed as a reimbursable expense. When the TR is completed these expenses will then need to be listed in the appropriate category (reimbursable or non-reimbursable). General revenue and carry forward TA encumbrances (committed) \textbf{MUST} be paid by September 30, 2015. On October 1, 2015 all un-cleared FY15 TA encumbrances will be deleted.

\textbf{TUESDAY, JUNE 30}
Final day to deposit \textit{refunds} collected for reimbursement of current year’s expenditures. This includes \textit{reimbursements} made from Foundation accounts or travel expenses.

Departments that process their own transmittals \textbf{MUST} have sessions closed/updated, and their transmittals/backup posted on the N: Drive by 3 pm. All other departments \textbf{MUST} have their deposits and transmittals /backup on the Q: Drive by 2 pm for the Cashier’s Office to process. Any sessions closed after this date will post on the new fiscal year 2016.

All inventories should be completed and documentation should be sent to the Controller’s Office.
Paper TAR’s for travel starting in June must be received by Accounts Payable by June 30.

**THURSDAY, JULY 2**
This is the final day for Business Services and Physical Facilities to submit inter-departmental recharges for duplicating, convenience copying, postage, building service, etc. for the year ending June 30, 2015. The transaction date for these recharges needs to be changed to June 30, 2015 for it to post in fiscal year 2015. Campus Departments should contact the department initiating the recharge if there are any questions.

**MONDAY, JULY 6**
Last day to submit direct pay requests online to the Controller’s Office. Direct pay requests that are submitted after the deadline will be charged against the 2015/2016 budget.

All invoices against encumbrances and direct pay requests online must be received in the Controller’s Office to ensure processing against your current year’s budget. All encumbered purchase orders against general revenue funds (funds 110000 and 111000) will roll committed to the next fiscal year if the invoice is not processed by deadline. **The related committed encumbrance must be fully expended by September 30, 2015 or the expense will be charged against your 2015/2016 budget.**

Standing orders (V15xxxxx or Cxxxxxx) against general revenue funds will be committed and remain open until July 31 to allow for processing of invoices dated before July 1. Invoices dated July 1 or after must be processed against a fiscal year 2016 standing order encumbrance.

All travel reimbursement forms for 2014/2015 must be submitted by July 6.

All 2014/2015 expenditures that are NSF will be processed against your current 2014/2015 budget. Each Division will be responsible for clearing negative balances by transferring budget or deleting encumbrances.

**WEDNESDAY, JULY 8**
The P-card charges will be made available for coding on July 8 and approvers must code these P-card transactions to the current fiscal year by 1 pm. If not coded, these transactions will be charged to the default P-card account (771098) for 2014/2015.

A P-card should not be used until after July 8th for any 2015/2016 expenses.

All amounts must be cleared from the default P-Card account (771098) no later than July 8.

Any correcting Journal Transfers must be submitted to General Accounting by July 8.

**THURSDAY, JULY 9**
All late timesheets and on-demand for the 2014/2015 year must be submitted to payroll at 10 am to assure processing against the 2014/2015 budget.
**MONDAY, JULY 13**
This is the final day for Treasury to process interest allocation for the year ending June 30, 2015. The transaction date for the allocation needs to be changed to June 30, 2015 for it to post in fiscal year 2015.

**FRIDAY, JULY 31**
Any outstanding balances on standing orders effective through June 30, 2015 will be liquidated on Friday, July 31.