MEMORANDUM

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

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

RE: Close Out Procedures
Fiscal Year Ending June 30, 2016

DATE: March 1, 2016

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, 2016.

The following deadlines apply for the submission of specifications/requisitions for purchases requiring a competitive solicitation:

MONDAY, MARCH 21 . . . . . . . . . . . . . . . Invitations to Negotiate
MONDAY, APRIL 4 . . . . . . . . . . . . . . . . . Request for Proposals
MONDAY, APRIL 25 . . . . . . . . . . . . . . . . Invitations to Bid

MONDAY, JUNE 6
The final day to submit Banner requisitions and iContracts agreements for encumbrances in the current year (2015/2016) is Monday, June 6. Service Agreements for independent contractors can only be processed for services to be rendered on or before June 30, 2016. 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, 2016. On October 1, 2016, 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, 2015/2016, is Monday, June 6. 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.

FRIDAY, 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.

WEDNESDAY, JUNE 15
This is the first day to submit T&E Travel Authorizations (TA’s) for the 2016/17 fiscal year. Note that you MUST revise the report date of the TA to July 1. TA’s for fiscal year 2017 created in fiscal year 2016 must list all the expenses as non-reimbursable even if they are reimbursable.
FRIDAY, JUNE 17
Payroll transactions for the pay period ending June 17 shall be approved by Monday, June 20 at 10:00 a.m. for paychecks dated June 24. Following the completion of the payroll process on June 21, time sheets will not be available until positions roll to new fiscal year which should be on Thursday, June 23.

The June 24 payroll (for both Salaried and OPS employees) will include 10 days that will be charged to the current fiscal year (2015/2016). The July 8 payroll will include amounts for 6/18-6/30 that will be charged to this fiscal year (2015/2016), which for most departments will mean 9 days. Please ensure that you have sufficient budget to cover these expenditures.

MONDAY, JUNE 20
This is the first day to submit requisitions (R1xxxxx) and contract agreements for the 2016/17 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 last day to submit 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 2016 current fiscal year period and next fiscal year beginning July 1, 2016 through June 30, 2017, as we cannot predict in which fiscal year payment will be made.

FRIDAY, JUNE 24
In order to increase the chance for the P-card purchases to be charged to the current fiscal year (2015/2016), the P-card should be used through June 24. If these charges hit SunTrust Bank/VISA by July 8, they will probably be charged to fiscal year 16.

Charges incurred between June 24 and June 30 can impact the current fiscal year, or fiscal year 2017 depending on when the charges hit SunTrust Bank/VISA.

TA’s will need to be approved by the final approver on June 24th. Accruals will not be processed for TA’s. Only reimbursable expenses for days traveled in fiscal year 2016 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) MUST be paid by September 30, 2016. On October 1, 2016 all un-cleared FY16 TA encumbrances will be deleted.

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

Departments that process their own transmittals MUST have departmental deposits submitted by 3 pm. All other departments MUST have their deposits and transmittals /backup on the Q: Drive by 2 pm for the Cashier’s Office to process. Any deposits submitted after this date will post on the new fiscal year 2017.
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.

**TUESDAY, JULY 5**
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, 2016. The transaction date for these recharges needs to be changed to June 30, 2016 for it to post in fiscal year 2016. Campus Departments should contact the department initiating the recharge if there are any questions.

**THURSDAY, JULY 7**
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 2016/2017 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, 2016 or the expense will be charged against your 2016/2017 budget.**

Standing orders (V16xxxx 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 2017 standing order encumbrance.

All **travel reimbursement forms** for 2015/2016 must be submitted by July 7.

All 2015/2016 expenditures that are NSF will be processed against your current 2015/2016 budget. Each Division will be responsible for clearing negative balances by transferring budget or deleting encumbrances.

All late timesheets and on-demand for the 2015/2016 year must be submitted to payroll at 10 am to assure processing against the 2015/2016 budget.

**FRIDAY, 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 2015/2016.

A P-card should not be used until after July 8th for any 2016/2017 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.
**MONDAY, JULY 11**
This is the final day for Treasury to process interest allocation for the year ending June 30, 2016. The transaction date for the allocation needs to be changed to June 30, 2016 for it to post in fiscal year 2016.

**FRIDAY, JULY 29**
Any outstanding balances on standing orders effective through June 30, 2016 will be liquidated on Friday, July 29.