

IMMEDIATE ATTENTION

February 16, 2015

MEMORANDUM

TO: Budget Authorities

FROM: Nicol Brooks
Comptroller

SUBJECT: Closing Dates, Fiscal Year Ending June 30, 2015
Grants ending June 30, or July 31, 2015
FCSRMC Administrative Account

MARK YOUR CALENDAR

It's time to prepare for year-end closing! The **deadline dates** have been established as indicated in the *Schedule for Year-End Closing Fiscal Year 2014/2015*. The deadlines are firm so it is imperative as a department budget manager that you take particular care to determine how each deadline impacts your area and schedule accordingly. Thank you in advance for your cooperation in adhering to the schedule.

Due to the high volume of purchasing activity during this time period, please make sure to enter and submit your requisitions well before the due dates outlined below. **REMINDER:** All requisitions must be approved by the budget authority by the due dates. *All approval levels must be completed for the Purchasing Office to receive the requisition.* The requisitions will be processed by the Purchasing Department as they are able, with current expense requisitions getting priority. Due to the high quantity of requisitions received, this could take several weeks. Remember that for current expense items to be expensed against your 2014/2015 budget the goods and services MUST be received by -June 30th and the invoice or receiving notice submitted to Accounts Payable by July 2nd.

Requesting reimbursement from Petty Cash on a daily basis is not the intent of Petty Cash reimbursement and we request that departments plan for purchases and use the requisitioning system. Once again we will be closely monitoring each Petty Cash receipt and request that you plan for your expenditures as best you can utilizing the College's Purchase Order system.

It is our goal that "true emergencies" are kept to a minimum. Therefore, please remember that emergency requests should be items that are outside of a departments planning control, such as machinery break downs. ONLY true emergency items will be handled outside of the stated time frames. Requests for emergency purchases should be submitted to Nicol Brooks in writing (via e-mail) with the nature of the emergency clearly stated.

Once again we look forward to working with each of you and appreciate your cooperation and understanding as we close out the fiscal year.

**Schedule for Year-End Closing
Fiscal Year 2014/2015
MARK YOUR CALENDAR for these important dates**

April 10 FY2014/2015 Bids/Solicitations	Last day to submit a requisition for goods and services greater than \$35,000 for <u>this fiscal year (2014/2015)</u> .
April 10 FY2015/2016 Bids/Solicitations	Information is due (not a requisition) for goods and services greater than \$35,000 for <u>next fiscal year (2015/2016)</u> with a July 1 start to the Purchasing Department. This information will be used to generate a formal bid/quote for your department. (e.g. Contract for \$35,000 with a beginning date of July 1, 2015 will have a PO cut on or about July 1, 2015 but will need to go out for bid in April). Do not submit a requisition until July 1 st , but be sure the funding will be available in the new fiscal year.
May 1 FY2014/2015 Travel Requests	Travel requisitions for -2015/2016 (travel occurring July 1 st or greater) can be entered on the system. When entering this travel information, change the FY to 2016.
May 15 Increase/Decrease P.O.	Last day to increase and decrease Purchase Orders – <i>Note: Please be sure that you have sufficient balances on your Tempforce P.O. to cover your projected needs through June 30, 2015.</i> If you need to increase your P.O., the budget authority must send an e-mail to Heather Domin in the Purchasing Office with the P.O. number and the amount of the requested P.O. increase
May 22 Current Expense (600) requisitions	Last day for <u>Purchasing Office to receive</u> requisitions for purchase of goods and services from the 2014/2015 Current Expense (600) operating budget. Budget for goods and services which are <u>not physically</u> received by June 30 th will <u>NOT</u> be carried forward and will <u>NOT</u> be added to your 2015/2016 budget. This includes <u>in-district</u> travel registration fees to be paid by purchase order. <i>NOTE: All approval levels must be completed for the Purchasing Office to receive the requisition. Use e-Staff to track the approval status of your submitted requisition.</i>
May 22 Capital Expense (700) requisitions	Last day for <u>Purchasing Office to receive</u> requisitions for the purchase of furniture and equipment from the 2014/2015 capital outlay (700) operating budget. Only items under the bid limit or on State contract can be accommodated on this schedule. Budget <u>will</u> be carried forward and budgeted in the new year if items are not <u>physically</u> received by June 30 th . <i>NOTE: All approval levels must be completed for the Purchasing Office to receive the requisition. Use e-Staff to track the approval status of your submitted requisition.</i>
May 29 P-Card	Last day for P-Card purchases for 2014/2015.
June 5 ID Billings	Last day to turn into the Office for Finance, Inter-departmental billings (IDB).
June 5 Out-of-district travel	Last day to submit out-of-district travel authorization on-line for travel to be completed by June 30, 2015. FY2015/2016 travel may be put on-line as of May 1 st . When entering this travel information, change the FY to 2016.
June 12 Petty Cash	Last day to submit Petty Cash receipts. Please come to Cashiering area by <u>noon</u> .
June 12 Blanket Purchase Orders	Last day to make purchases against blanket purchase orders. This does not include Temp Force. <u>Please ensure that sufficient balances exist on the blanket P.O. prior to ordering.</u> Note: see May 15 th deadline.
June 30 Tempforce	Last day to make purchases against blanket purchase orders for Tempforce. You will receive an invoice for June 28-30 (to be paid from FY 2014/2015), and a second invoice for July 1-4 (to be paid from FY 2015/2016).
July 1 New FY Requisitions	First day to enter and submit requisitions against 2015/2016 budget.
July 1 Payroll / Loadsheets	All Absence Reports and Sub Pay Vouchers for the 7/15/15 pay date must be submitted to Payroll Department. Loadsheets must be submitted
July 2 Payroll Loadsheets	Loadsheets must be finalized.
July 2 Travel	Last day to submit travel reimbursement vouchers, including in-district travel log / voucher, <u>to Office for Finance</u> for travel completed by June 30 th .
July 2 Invoices	Ensure all invoices are submitted to Accounts Payable by July 3rd to be paid against the FY 2014/2015 P.O, especially <u>Tempforce</u> . If you do not have an invoice but have received items please contact A/P.
July 7 Payroll Certifiers	All online certifiers for time worked June 16, 2015 – June 30, 2015 must be “certified” for 7/15 pay date.

*****Please note Vice Presidents may impose earlier due dates.*****