

BUSINESS AFFAIRS MEMORANDUM 2016-02

TO: All Departments
FROM: Gregory M. Lovins, Vice Chancellor for Business Affairs
DATE: March 18, 2016

REFERENCE: CLOSING DATES FOR FISCAL YEAR 2015-16

Following are the mandatory year-end deadlines for which all departments must adhere in order to ensure that purchases and other expenses are paid from current year's funds:

PURCHASING

- 4/30: Purchase Requests (Yo-Mart) > \$5,000
- 5/13: All Purchase Requests (Yo-Mart orders for payment in FY16)
- 5/30: State Fund PO's issued in FY16 are to be paid by this date

PURCHASING CARD

- 6/15: Payment of Purchasing Card Statement
- 6/20: On-line reconciliations and on-line approvals must be completed by 5:00 PM

ENCUMBRANCES

- 6/30: Verify that all encumbrances are closed

PETTY CASH

- 6/15: Charges made via the Petty Cash System after this date will be reflected in July.

REVISIONS & TRANSFERS

- 6/15: State Fund Requests for Budget Revisions (these are revisions that Chancellor & VC's approve)
- 6/17: Last day for Expenditure Transfers
- 6/30: On-line budget pool transfers

TRAVEL **

- 6/15: Last day for Travel Advances to be issued for travel which begins after June 15th
 - 6/17: Travel reimbursements received in the Controller's Office will be paid if sufficient Funds are available
- ** this includes all fund sources (e.g., State, Trust, etc.)*

OTHER

- 6/15: All transactions (except Payroll) for the following funds must be processed by this date:
 - Summer Sessions & Professional Development funds (104000 to 104499)
 - Extension Instruction funds (1045xx to 1058xx)
- 6/15: This is the last date to submit payment requests for the current year for any purpose, but require:
 - A correct invoice
 - The ordered items must be received in the department
 - Banner must show sufficient budget balance available in appropriate budget pool or lint-item.
- 6/15: Temporary employees will be paid for work performed through June 15th.
- 6/15: On-campus Service Areas: Any purchase from the Warehouse or work performed by the Physical Plant, Computer Center, Postage charges, etc. must be completed by June 15th in order to be charged to funds available for FY16.

These dates may be revised should it become necessary due to statewide revenue shortfalls. Please advise all personnel in your area(s) of these important dates.

Thank you.