

3.10.4 #4

INTEROFFICE MEMO

To: Budget Unit Heads
From: Melanie Newby
Manager, Accounting & Financial Reporting
Date: July 24, 2003
Subject: Year-End Closing of the 2002-2003 Fiscal Year

The following general year-end provisions will apply to purchase orders against University budgets at the end of the 2002-2003 fiscal year:

1. In order for purchases to be expensed in this fiscal year against your 2002-2003 budget, a Purchase Order must be issued, materials and/or services received, and the check for payment processed prior to **September 30, 2003**.
2. Funds for a Purchase Order that is not completed in this fiscal year will have first obligation in your 2003-2004 budget. That is, your available funds in your 2003-2004 budget will be reduced by the outstanding amount of the Purchase Order. If partial shipment is received, only those items paid for prior to **September 30, 2003** will be charged to your 2002-2003 budget.
3. Carryforward of 2002-2003 funds is allowed only under very limited circumstances. All carryforward requests must be submitted to the VP for Finance and Administration by **September 30, 2003** to be considered.
4. All Requisitions received in the Purchasing Office prior to **4:00 p.m., Thursday, July 31, 2003** will receive priority in processing. During the period **August 1 to September 30, 2003**, Purchase Orders will be issued but they will not receive priority in processing or expediting over requisitions submitted prior to the **July 31st** cut-off date.

Processing time for requisitions requiring bids generally takes three weeks. Requisitions not requiring bids normally take 5 - 7 days to process. Timing for the delivery of services and/or materials and the required documents will vary from vendor to vendor; however, delivery time generally takes 2 - 6 weeks depending on the nature of goods or services ordered. Departments are responsible for the required lead time to meet the **September 30, 2003** cut-off deadline.

Change Order Requisitions to be issued against 2002-2003 Purchase Orders must be received and processed by Purchasing prior to **September 30th** to be reflected in the accounting system for the 2003 fiscal year.

5. Invoices and documentation of receipt of goods (Memorandum Receiving Report or shipping receipt) must be received by the Accounts Payable Department no later than **Monday, September 22, 2003**. Orders must be paid by **September 29th** in order to be charged against the 2002-2003 budget.
6. The last Accounts Payable check run for the 2003 fiscal year will take place on **Monday, September 29, 2003**. The first Accounts Payable check run for the 2004 fiscal year will take place **Monday, October 6, 2003**.
7. Labor and leave forms are due to Payroll Services by **noon on Wednesday, October 1, 2003**. The last payroll run charged to FY 2003 will take place noon, **Sunday, October 5, 2003**. **These checks will be issued on Friday, October 10, 2003**. Retros for 2 accounts must be submitted to the Budget Office by **September 26, 2002** in order to be charged against the 2002-2003 budget.
8. Departments should insure that old outstanding encumbrances are deleted. Screen 21 provides a listing of open commitments by account number, and screen 26 provides open commitments by reference number. To delete old outstanding encumbrances, send an email or memo to General Accounting, listing the Purchase Order number, account number, and subcode.

If you have questions or need further information, please call me at 824-2248.

cc: Business Services
Finance & Budgets
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