YEAR-END- FY 2014

We will be having the Year-End Training this year. Should you have any questions related to year-end transactions, please contact Accounts Payable.
Debbie Patton x5132 or Kaylee Wood x5209.

1. **FUNDING DEADLINES**

   **OOE FUNDS (Index XXX001, XXX002, XXX021, XXX022):**
   
   a. All invoices being paid with OOE funds need to be received by Accounts Payable in OnBase by **June 6, 2014**.
   
   **Note:** Make sure your invoices have been moved out of your queues, and any other approver's queues. To make sure A/P has the invoice, search for the document and make sure it says *Wait-AP or PAID*.
   
   b. If you do not receive the invoice for orders $100 and greater by **June 6, 2014**, a purchase requisition will need to be processed and submitted to Purchasing by **June 12, 2014** to encumber funds.
   
   c. All payments for services, which occur after June 30, **must** be paid from FY 2015 funds.

   **ALL OTHER FUNDS:**
   
   a. All invoices dated **prior to July 1** for items purchased **should** be **paid from FY 2014 funds** and **must** be received by Accounts Payable in OnBase by **June 18th** (see note above). If you receive an invoice **after June 18th** which is dated **prior to July 1**, call Accounts Payable **As Soon As Possible** and we will give you direction.
   
   b. Encumbrances need not be processed for restricted and other funds.
   
   c. All payments for service, which occur after June 30, **must** be paid from FY 2015 funds.

2. **BPC STATEMENTS**

   **FY 2014**
   
   a. All BPC transactions posted to cardholder accounts on the June BPC statement are considered to be FY 2014 transactions.
   
   b. **All log sheets for the June 20th statement need to be turned in to Accounts Payable by noon on June 23rd.**
   
   **Note:** In order to have time to fill out the log sheets by June 23rd, please cut off BPC purchases by **June 18th**. By doing this you can fill out all of the log sheet and turn it in before the statement actually cycles.
   
   c. OOE-funded orders placed by May 16 will be included on the May statement. OOE orders **placed after May 16 may be included on June statement and an estimate must be submitted to Kaylee Wood by June 12, 2014.**
FY 2015

d. Making purchases on the BPC may resume after the June 20th statement cycles and will be posted to FY 2015 funds.

3. **TRAVEL**

FY 2014

a. Trips that end prior to July 1 should be paid from FY 2014 funds.

b. OOE Payment requests must be in our office by **June 6th**, if the voucher cannot be submitted in time, it will need to be encumbered in OnBase by June 12th.

c. **Processing a travel authorization form does not encumber the funds; a purchase requisition must be processed in OnBase to encumber OOE funds if needed.**

d. Any FY14 travel that is on Restricted Use Funds must be turned in by **June 18th**.

e. If the traveler returns after June 18th, but before July 1st, please fill out the voucher immediately upon their return and turn it into A/P ASAP.

FY 2015

f. Trips that begin after June 30 should be paid from FY 2015 funds.

g. Any trips (whether in state or out of state) that begin prior to July 1 and end after June 30 may be paid entirely from FY 2015 funds or **may be split between fiscal years** as the expenditures are incurred. **Note:** if any amounts being split contains FY14 OOE funds, that amount would need encumbered.

4. **INTERFUNDS**

FY 2014

a. Only charges for June phone equipment, May long distance will be billed and posted in FY 2014 in the beginning of June.

FY 2015

e. Charges for long distance, postage, IT Invoices, Physical Plant tickets after June 25th, UCC, AT&T 1-800, and state car charges for the month of June will be billed in July against FY 2015 funds.

OTHER

6. **Subscriptions, service agreements, memberships, etc., beginning prior to July 1 should be paid from FY 2014 funds.** If they begin after June 30, they should be paid from FY 2015 funds unless "early payment is required to assure continuous service". This should be noted on the invoice. Funding deadlines apply.
7. Foundation reimbursements for June expenditures will be deposited in July. For reimbursements to be posted in FY 14, expenditures should be processed in May.

8. Copier meter readings will not be due until November 2014. More information will be released closer to the due date.

9. Purchase orders for FY 2015 must be dated on or after July 1, and will be faxed or mailed so that the vendor receives them on or after July 1. We will process purchase orders against FY 2015 funds for conference registrations if the conference begins after June 30.

10. If you need to have corrections made for errors in July 1, 2013 through May 31, 2014 to your account, please process by June 6, 2014. For any corrections found after this date contact Sue at x5137 or Amy at x5138 ASAP.

11. **PURCHASING**

   a. Request for Proposal (RFP) bid requests (purchases totaling over $5,000) are due to the Purchasing Office before April 18, 2014.

   b. Request for Quotation (RFQ) bid requests (purchases totaling over $5,000) are due to the Purchasing Office before May 2, 2014.

   c. Non-bid item purchase requisitions must be received in the Purchasing Office by May 30, 2014 by way of electronic form.