YEAR-END - FY 2013

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

1. **FUNDING DEADLINES**

   **OOE FUNDS (Index XXX001, XXX002, XXX021, XXX022):**

   a. All invoices being paid with OOE funds need to be submitted for payment by **June 7, 2013** to Accounts Payable.

   b. If you do not receive the invoice by **June 7, 2013**, a purchase order will need to be processed and submitted to Purchasing by **June 13, 2013** to encumber funds.

   c. All travel reimbursements occurring in FY ‘13 on OOE funds need to be encumbered by **June 13, 2013**.

   d. An estimate for the full billing cycle of June 21st BPC charges need to be submitted to Kaylee Wood by **June 13, 2013**.

   e. All payments for services, which occur after June 30, **must** be paid from FY 2014 funds.

   **ALL OTHER FUNDS:**

   a. All invoices dated **prior to July 1** for items purchased **should** be paid from FY 2013 **funds** and **must** be received in the **Accounts Payable Office by June 19th**. If you receive an invoice **after June 19th** 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 2014 funds.

2. **PURCHASING**

   a. Request for Proposal (RFP) bid requests (purchases totaling over $5,000) are due to the Purchasing Office before April 12, 2013.

   b. Request for Quotation (RFQ) bid requests (purchases totaling over $5,000) are due to the Purchasing Office before May 3, 2013.

   c. Non-bid item purchase orders must be received in the Purchasing Office by May 31, 2013 by way of electronic form.

3. Subscriptions, service agreements, memberships, etc., **beginning** prior to July 1 should be paid from FY 2013 funds. If they begin after June 30, they should be paid from FY 2014 funds unless “early payment is required to assure continuous service”. This should be noted on the invoice. Funding deadlines apply.
4. **INTERFUNDS**

   **FY 2013**
   a. Please use Banner to verify that all transactions anticipated being charged to your accounts have been posted. We suggest you do this on a daily basis during the month of June.

   b. Interfund vouchers for June phone equipment, May long distance, and May KANSAN will be billed and posted for a full month in FY 2013 in the beginning of June.

   c. Final FY 2013 interfunds will be posted to your accounts by June 27.

   **FY 2014**
   d. Interfund vouchers for long distance, press, postage, equipment (IT), Physical Plant, UCC, AT&T 1-800, KANSAN and state car charges for the month of June will be billed in July against FY 2014 funds.

5. Travel - Trips that end prior to July 1 should be paid from FY 2013 funds. Payment requests must be in our office by **June 19th**. Trips that begin after June 30 should be paid from FY 2014 funds. Trips that begin prior to July 1 and end after June 30 may be paid entirely from FY 2014 funds or may be split between fiscal years as the expenditures are incurred. **Processing a travel authorization form does not encumber the funds; a purchase order must be processed to encumber OOE funds if needed.** The same payment rules apply to in-state travel; encumbrances must be processed for in-state trips ending prior to July 1 if reimbursement cannot be processed by **June 19th**.

6. BPC – All BPC transactions posted to cardholder accounts on the June BPC statement are considered to be FY 2013 transactions. **All log sheets for the June 21st statement cutoff need to be turned in to Accounts Payable by noon on June 24th.** Any charges made after the June 21 statement cutoff date will be posted to FY 2014 funds. **OOE-funded orders placed by May 17 will be included on the May statement. OOE orders placed after May 17 may be included on June statement and an estimate must be submitted to Kaylee Wood by June 13, 2013.**

7. Copier meter readings will not be due until November 2013. More information will be released closer to the due date.

8. Purchase orders for FY 2014 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 2014 funds for conference registrations if the conference begins after June 30.

9. If you need to have corrections made for errors in July 1, 2012 through May 31, 2013 to your account, please process by June 7, 2013. For any corrections found after this date contact Sue at x5137 or Amy at x5138 ASAP.