

FINANCIAL YEAR-END CLOSING, JUNE 30, 2017 - CUTOFF DATES

The following cutoff dates have been established to provide an orderly progression in the University's fiscal year-end closing.

INVOICE VOUCHERS – 302 Warriner Hall www.purchasing.cmich.edu

Departments that have any invoice vouchers or vendor invoices that need to be processed prior to July 1, 2017, **MUST** have them to Payable Accounting Office by 5:00 PM, Friday, June 16th, to be charged to the 2016-2017 fiscal year. **Please allow three days for campus mail** or hand deliver them to Warriner 302. If you have any questions, call Linda Kalisewski at x3351 or Tammy Campbell at x7371.

Purchase Orders and invoice vouchers related to Global Campus **MUST** be turned in by 5:00 PM, Friday, June 16th, in order to be charged to the 2016-2017 fiscal year. If you have any questions, call Maureen Middleton at x6944.

TRAVEL EXPENSE VOUCHERS – 204 Warriner Hall www.controller.cmich.edu

Departments with employee travel expense vouchers that need to be processed for travel prior to July 1, 2017, **MUST** have them into the Payroll Office by 5:00 PM, Friday, June 9th, to be charged to the 2016-2017 fiscal year. **Please allow three days for campus mail** or hand deliver them to the Payroll Office at Warriner 204. If you have any questions, call Kyle Souder at x3525.

Employee Travel Expense vouchers related to Global Campus **MUST** have them turned in by 5:00 PM, Friday, June 9th, in order to be charged to the 2016-2017 fiscal year. If you have any questions, call Maureen Middleton at x6944.

PURCHASE REQUISITIONS – 301 Warriner Hall. www.purchasing.cmich.edu

The Purchasing Department will guarantee that a requisition for supplies, equipment or services exceeding \$25,000 will be purchased with 2016-2017 funds, if the requisition is received in Contracting and Purchasing Services, Warriner 301, by May 19, 2017.

The date was established to allow sufficient time to obtain competitive bids, process the orders, and to establish an encumbrance in the current fiscal year. We will continue to work on requisitions received after the above dates. **However**, we cannot guarantee that orders will be placed and encumbered in the current fiscal year.

Beginning Monday, May 1, 2017, please indicate the fiscal year (either "17" or "18") on all of your purchase requisitions. Contracting and Purchasing Services will issue purchase orders beginning July 1st; for purchase requisitions requesting an encumbrance using fiscal year "18" funds.

Your cooperation in working with us is appreciated. If you have any questions, call Contracting and Purchasing Services at x3118.

BLANKET PURCHASE ORDERS/MAINTENANCE AGREEMENTS – 301 Warriner Hall

All encumbrances for current blanket purchase orders and maintenance agreements with a June 30, 2017 or earlier expiration date will be cancelled by June 30, 2017. Please return Fiscal Year 2018 blanket purchase order renewal requests to Contracting and Purchasing Services in Warriner 301 as soon as possible to ensure availability on July 1, 2017.

To establish a new blanket purchase order or maintenance agreement for fiscal year 2017-2018, please go to www.purchasing.cmich.edu and submit an on-line requisition. If you have any questions concerning encumbrances, call Contracting and Purchasing Services at 3118.