

FINANCIAL YEAR-END CLOSING, JUNE 30, 2018 - 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

Departments that have invoice vouchers or vendor invoices that need to be processed prior to July 1, 2018, **MUST** submit the invoice(s) to Payable Accounting Office by 5:00 PM, Friday, June 15, 2018 to be charged to the 2017-2018 fiscal year. **Please allow three days for campus mail** or hand deliver them to Warriner 302. If you have any questions, call Linda Kaliszewski at ext. 3351.

Purchase Orders and invoice vouchers related to Global Campus **MUST** be turned in by 5:00 PM, Friday, June 15, 2018, in order to be charged to the 2017-2018 fiscal year. If you have any questions, call Maureen Middleton at ext. 6944.

TRAVEL EXPENSE VOUCHERS – 204 Warriner Hall

Departments with employee travel expense vouchers that need to be processed for travel prior to July 1, 2018, **MUST** have them into the Payroll Office by 5:00 PM, Friday, June 8, 2018, to be charged to the 2017-2018 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 ext. 3525.

Employee Travel Expense vouchers related to Global Campus **MUST** have them turned in by 5:00 PM, Friday, June 8, 2018, in order to be charged to the 2017-2018 fiscal year. If you have any questions, call Maureen Middleton at ext. 6944.

PURCHASE REQUISITIONS – 301 Warriner Hall.

The Purchasing Department will guarantee that a requisition for supplies, equipment or services exceeding \$25,000 will be purchased with 2017-2018 funds, if the requisition is received in Contracting and Purchasing Services, Warriner 301, by May 18, 2018.

This 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 Tuesday, May 1, 2018, please indicate the fiscal year (either "18" or "19") on all of your purchase requisitions. Contracting and Purchasing Services will issue purchase orders beginning July 1, 2018, for purchase requisitions requesting an encumbrance using fiscal year "19" funds.

Your cooperation in working with us is appreciated. If you have any questions, call Contracting and Purchasing Services at ext. 3118.

BLANKET PURCHASE ORDERS/MAINTENANCE AGREEMENTS – 301 Warriner Hall

All encumbrances for current blanket purchase orders and maintenance agreements with a June 30, 2018 or earlier expiration date will be cancelled by June 30, 2018. Please return fiscal year "19" blanket purchase order renewal requests to Contracting and Purchasing Services in Warriner 301 as soon as possible to ensure availability on July 1, 2018.

To establish a new blanket purchase order or maintenance agreement for fiscal year 2018-2019, please submit an on-line requisition. If you have any questions concerning encumbrances, call Contracting and Purchasing Services at ext. 3118.