

## **FINANCIAL YEAR-END CLOSING, JUNE 30, 2019 - 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, 2019, **MUST** submit the invoice(s) to Payable Accounting Office by 5:00 PM, Friday, June 14, 2019 to be charged to the 2018-2019 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.

Invoice vouchers related to Global Campus **MUST** be turned in by 5:00 PM, Friday, June 14, 2019, in order to be charged to the 2018-2019 fiscal year. If you have any questions, call Maureen Middleton at ext. 6944.

### **BUSINESS EXPENSE REIMBURSEMENTS** – 204 Warriner Hall

Departments with employee reimbursement vouchers that need to be processed prior to July 1, 2019, **MUST** have them into the Payroll Office by 5:00 PM, Friday, June 7, 2019, to be charged to the 2018-2019 fiscal year. **Please allow three days for campus mail** or hand deliver them to the Payroll/Travel Office at Warriner 204. If you have any questions, call Kyle Souder at ext. 3525 or Maureen Middleton 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 2018-2019 funds, if the requisition is received in Contracting and Purchasing Services, Warriner 301, by May 17, 2019.

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 Wednesday, May 1, 2019, please indicate the fiscal year (either "19" or "20") on all of your purchase requisitions. Contracting and Purchasing Services will issue purchase orders beginning July 1, 2019, for purchase requisitions requesting an encumbrance using fiscal year "20" 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, 2019 or earlier expiration date will be cancelled by June 30, 2019. Please return fiscal year "20" blanket purchase order renewal requests to Contracting and Purchasing Services in Warriner 301 as soon as possible to ensure availability on July 1, 2019.

To establish a new blanket purchase order or maintenance agreement for fiscal year 2019-2020, please submit an on-line requisition. If you have any questions concerning encumbrances, call Contracting and Purchasing Services at ext. 3118.