



INTEROFFICE CORRESPONDENCE  
Accounting Operations

Date: April 03, 2009

From: Joseph R. Jones, Director Accounting Operations  
Joyce Haney, Director Procurement Services

To: Heads of Departments  
Campus Directors of Business Services  
Financial Officers

Re: Carryforward Policy and Year-End Closing Guidelines

As in the past, guidelines must be set to ensure that the accounts of the University are properly and timely closed for the 2008-09 fiscal year. Your cooperation in observing these dates will be most appreciated. The attached table lists all the critical deadlines as established by Purchasing Services and Accounting Operations.

**We also want to remind you** of the carryforward policy that was implemented a few years ago. **Purchase orders that are open as of June 30th will be funded in the new fiscal year.** The Financial Officer will return the funds directly to any account with an open PO encumbrance carried over to the new fiscal year when this funding is released.

In addition, open purchase orders will not be considered part of the 8% Carryforward limitation currently in place. Undesignated carryforward, not related to open purchase orders, will be returned in full to the budget executives.

The carryforward policy was implemented to reduce the amount of unwise spending decisions that appear to have occurred in the past, with a rush to not only initiate, but to pay and close open purchase orders by year-end. We believe this change encourages units to use their funds wisely to make financially responsible purchasing decisions at year-end.

Please note that in order for a purchase order to be encumbered in FY 2008-2009, purchase requisitions must be completely through the departmental approval path and waiting for the Purchasing Central Desk by June 26 at 3:30 p.m. FY 2008-09 requisitions received in Purchasing after June 30<sup>th</sup> will be rejected and these orders will need to be placed as FY 2009-2010 orders.

Questions about the carryforward policy, and how your unit can assure that year-end spending is done wisely and efficiently, can be directed to your Financial Officer. **Please note that year-end closing will once again occur on a Wednesday (July 8, 2009) this year.**

Thank you for your cooperation.

cc: Gary C. Schultz  
Gail Hurley  
Joe Doncsecz  
Al Horvath

## YEAR-END CLOSING GUIDELINES FOR 2008-2009

<b>May 11, 2009</b>	<p>All Standing Order requests for 2009-10 fiscal year must be received by Purchasing Services <b>no later than May 11, 2009</b> to allow sufficient time for review and processing. Exceptions will be handled after that date, but priority will be given to those received by May 11, 2009.</p> <p>Final date to have all routine 2008-09 regular purchase orders to Purchasing Services. Exceptions will be handled after that date, but time and workload will not allow for an undue number of exceptions and delivery cannot be guaranteed.</p>
<b>June 26, 2009 3:30 pm</b>	<p>Foreign invoices due in Purchasing Services to be charged to 2008-09 fiscal year.</p> <p>Purchase requisitions must be completely through departmental approval path and waiting for the Purchasing Central Desk by <b>June 26 at 3:30 p.m.</b></p>
<b>June 30, 2009</b>	<p>General Stores eBuy Orders must be through the order entry process by June 30 at 3:30 p.m. to be processed and billed against the 2008-09 fiscal year.</p> <p>Goods delivered and services rendered through this date are chargeable to the 2008-09 budget, <b>including General Stores eBuy Orders which have a 3:30 p.m. cut-off time.</b> Please contact Purchasing Services to assure that invoices are received and processed as soon as possible <b>for items received through June 30.</b> All payments after year-end will be reviewed for proper inclusion in the 2008-09 fiscal year – applicable items will be charged to 2008-09.</p> <p><b>FY 2008-09 requisitions received in Purchasing after June 30<sup>th</sup> will be rejected.</b> Requisitions for the new fiscal year are to be identified with 2009-10.</p>
<b>July 3, 2009 5:00 pm</b>	<p>Receiving Reports and Limited Orders for 2008-09 business, provided the material has been received by June 30th, are due in Purchasing Services. <b>The Pay by Exception process for invoices under \$5,000 should be complete as well.</b> After this date, open 2008-09 Purchase Orders will be transferred as an encumbrance against 2009-10 budgets. If you wish to cancel a Purchase Order, notify Purchasing Services <b>by use of a Purchase Order Change Form.</b></p>
<b>July 6, 2009 5:00 pm</b>	<p>The following must be processed:</p> <ul style="list-style-type: none"> <li>• Non-routine Budget Amendments for 2008-09</li> <li>• Departmental Invoices for 2008-09</li> <li>• Paper Request for JV and PO Change Forms</li> </ul> <p>Electronic SRFC's (backup required) chargeable to 2008-09 are due in Accounting Operations. If paper backup is not received in Accounting Operations by 5:00, forms will be rejected.</p> <p>Employee Reimbursement System (ERS) forms must be in "Processing Payment" status to be processed in the 2008-09 fiscal year.</p>
<b>July 7, 2009</b>	<p>New Year (2009-10) ERS forms can be processed on this date but will not be paid until July 10, 2009.</p> <p>JVDP's &amp; JVCN's for 2008-09 (Electronic Departmental Transfers &amp; JV's) must be through the department approval and waiting for the Central Desk approval by 4:00 p.m.</p> <p>Electronic SRFC's (no backup required) for 2008-09 must be through the departmental approval and waiting for the Central Desk approval by 4:00 p.m.</p>
<b>July 7, 2009 5:00 pm</b>	<p>The following Electronic forms with no Central Desk approval must be completely processed:</p> <ul style="list-style-type: none"> <li>• Electronic Cash Reports (ROCR) for 2008-09</li> <li>• Travel Expense, Group meal, and petty cash SRFC's for 2008-09</li> <li>• IDCC's and JTDP's for 2008-09</li> <li>• Routine Budget Amendments for 2008-09</li> <li>• Ecommerce Cash Postings (RECR) for 2008-09</li> </ul> <p>Purchasing card and EBUY transactions for 2008-09 must be completely processed.</p>
<b>*July 8, 2009</b>	<p>Payroll transfers (PYTR) for 2008-09 must be completely processed by this date <b>at 4:00 p.m.</b></p> <p>New Year (2009-10) SRFC's can be processed on this date but will not be paid until July 10, 2009.</p>

**\*Please note that July 8, 2009 is a Wednesday**