MEMORANDUM
From
John Johnson, Comptroller, and
Jim Robertson, Associate Director of Purchasing

Date: July 27, 2010
To: Deans, Chairs, Directors and Administrative Assistants
Re: End of Fiscal Year Procedures

The last business day of the College’s 2010 fiscal year is Tuesday, August 31, 2010. We will observe the following protocol for end-of-year fiscal and purchasing activities. Please share this information with appropriate staff in your organizational unit.

Purchase Orders and Requisitions

To be expensed against the FY10 budget, materials must be received or services performed on or before August 31.

Outstanding purchase orders not received by August 31 will be paid from FY11 budgets when the material arrives. Consequently, instructional and support units must take into account realistic procurement lead times, including shipping, when ordering material desired to be paid from FY10 funds.

As a general rule, Colleague requisitions approved later than August 21 will not be transferred to purchase orders until after the new fiscal year begins September 1. These purchase orders will encumber and expense FY11 budgets. Exceptions will be made when it is known that the requisitioned items can be ordered and received before August 31 (the expense will be in FY10) or when it is important to send an order for goods with a lengthy delivery time to the vendor. In the latter situation, payment will expense the FY11 budget. Purchasing staff will communicate with requisitioners to resolve these exceptions.

Requisitions that are unapproved/in-process on August 31 will be transferred to purchase orders after the requisitions are approved in the new fiscal year. The expense will be from the FY11 budget.

FY10 Blanket Purchase Orders

The Business Office will process payments against FY10 blanket orders for goods / services received on or before August 31 through the latter part of September. Please approve and submit FY10 blanket order invoices promptly.

Office Supplies (A&W Desktop Delivery)

Internet orders that are delivered by A&W on or before August 27 will be charged to the FY10 budget. Internet orders delivered after that date will be charged against FY11 budgets. Budget managers are cautioned to review account balances before approving end of year orders to ensure sufficient funds exist to pay the invoice.

Travel Reimbursement

Statement of Travel Expense (FIN004) and Mileage Reimbursement Log (FIN014) must reach the Business Office not later than September 6, 2010 to be processed and charged against FY10 budgets. Any reimbursement request received after that date will be charged to the department’s FY11 budget.