

To: University Employees

Date: May 14, 2020

Re: Fiscal Year 2020 Planning Dates

The following dates are provided to assist departments in planning the close of fiscal year 2020. These dates have been set to provide adequate processing time for various transactions. Current approval processes must continue to be followed for all expenditures, regardless of amount. Expenditures must continue to be limited to items considered absolutely essential for University operations.

The Purchasing and Facilities Management dates are target dates that should ensure that projects will be completed in time to be funded from FY20 budgets. Purchases and projects submitted after the dates below will be processed but may not be completed in time to be funded from FY20 budget.

Tangible items purchased from appropriated funds (furniture, computers, etc) must be ordered prior to June 30 and must be received and paid for by August 31, 2020 in order to come from FY20 budget. Tangible items ordered prior to June 30 from appropriated funds that are not received and paid for by August 31 will be moved to FY21 budget.

Contractual services including subscriptions, maintenance, postage, professional services such as speakers and performers, registration fees, and all travel must occur before July 1, 2020 in order to be paid from FY20 budget.

Physical work on construction projects funded by appropriated accounts must begin on or before June 30 and must be completed and paid for by August 31 in order to be paid from FY20 budget.

Facilities Management will submit Requests for Purchase for projects to be completed using FY20 funds to Purchasing. Facilities Management and Purchasing will endeavor to complete the projects for FY20 or will consult with the submitting department on budgeting from FY21 funds.

ASAP

All purchases

Requests for Purchase should be submitted to Purchasing as soon as possible. This is especially important for items requiring a long lead time for delivery. For items requiring a long lead time, Purchasing will make every effort to secure delivery in time for payment from FY20 budget.

June 8

Continuous order amendments or cancellations (all funds)

Departments should submit estimates of remaining FY20 invoices to Purchasing. The Purchasing Office will then make adjustments to the continuous orders to reflect actual anticipated FY20 usage and free up any additional encumbrances. Contact Purchasing at 298-1819 for estimate assistance.

Postage, telecommunication, DPS charges (primarily appropriated funds)

Business Services will review existing postage, telecommunication, and DPS encumbrances to ensure reasonableness.

- June 19** **Gift-in-kind forms**
Gift-in-kind forms for services, goods, or other items donated to areas on campus are due to the Foundation Office. Providing this documentation allows the item to be recorded as revenue in your area and it gives the donor gift credit in the Foundation's system. Forms are available at the following link
http://www.wiu.edu/vpaps/foundation_and_development/forms.php
- June 26** **Hard date for final budgetary requests with prior VP approval (all funds)**
Requests for Purchase must be submitted to Purchasing by 4:30. Requests submitted after 4:30 on June 26 will be written from FY21 funds.
- June 30** **Physical inventories for areas holding items for re-sale**
Departments holding inventory for resale must physically count and record such items. Applicable departments should receive communication from Brandi Brent. If your department holds inventory for resale but does not receive an email by June 18, please contact Brandi Brent or Cheryl Webster via email or at 298-1811.
- Departmental deposits**
All departmental deposits for cash and checks received on or before June 30 must be delivered to the University Union Service Center or the Billing & Receivables Office in SH106 by 4 pm.
- All deposits to Foundation accounts received on or before June 30 must be delivered to the Foundation Office in SH303 by 2pm.
- July 10** **FY20 Pcard transactions (all funds)**
FY20 pcard transactions must be reviewed and approved by 4:30.
- In general, purchases using Pcards with transaction dates prior to July 1 will be paid from FY20 funds. Purchases with transaction dates of July 1 and after will be paid from FY21 funds.
- Pcards for which goods were received prior to June 30 but have transaction dates of July 1 or after must have the fiscal year changed from FY21 to FY20 by the pcard reviewer and must contain the received date in the transaction notes in order to be processed from the correct fiscal year.
- FY20 pcard transactions not approved by this date will be paid from the default account associated with the pcard. Departments must notify Purchasing of transactions that should not be approved. A reason for non-approval must be included in the notification.
- No journal entries to change account numbers will be processed for pcard transactions fed to the default account number due to a missed deadline.
- July 14** **Deferred revenue and inventory reports**
If applicable this information is due in Business Services by 4:30.
- July 15** **Payments for goods received on or before June 30 or services performed on or before June 30 (all funds)**
Okays to Pay for purchase orders for goods and services received or performed on or before June 30 must be in Purchasing or the Foundation Office by 4:30 pm.
- Travel vouchers and Non-Employee Travel vouchers for travel dates on or before June 30 and Direct Pay Authorizations for services performed or goods received on or before June 30 must be in Business Services or the Foundation Office by 4:30 pm. Payments that miss this date will be processed from FY21 and may result in an audit finding for the University.

Questions about this memo or any other year end process should be directed to Cheryl Webster.

Questions about Foundation account processes should be directed to Holly Sutton.

Questions about Purchasing procedures should be directed to Shannon Reed.

Questions about Facilities Management procedures should be directed to Ted Renner.

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