

Fiscal Year 2017 Planning Dates

The following dates are provided to assist departments in planning the close of fiscal year 2017. These dates have been set to provide adequate processing time for various transactions.

The Purchasing and Facilities Management dates are target dates that should ensure that projects will be completed in time to be funded from FY17 budgets. Purchases and projects submitted after the dates below will be processed but may not be completed in time to be funded from FY17 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, 2017 in order to come from FY17 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 FY18 budget.

Contractual services including subscriptions, travel, maintenance, postage, professional services such as speakers and performers, registration fees, etc must occur before July 1, 2017 in order to be paid from FY17 budget.

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 FY17 budget.

February 20 Campus Remodeling Projects \$500,000 or more

Facilities Management will submit Requests for Purchase for projects requiring approval by the Board of Trustees to Purchasing by 4:30 pm. Projects will be submitted to the March 2017 board meeting. Facilities Management will endeavor to complete the project for FY17 funding or will consult with the submitting department on budgeting from FY18 funds. Departments must submit projects to Facilities Management prior to this date.

Purchases of \$500,000 or more

Requests for Purchase must be in Purchasing by 4:30 pm in order to be submitted to the March 2017 board meeting.

March 3 Campus Remodeling Projects less than \$500,000

Facilities Management will submit Requests for Purchase for projects to be completed using FY17 funds to Purchasing by 4:30 pm. Projects should be submitted to Facilities Management prior to this date. If this date is missed, departments may still submit projects. Facilities Management and Purchasing will endeavor to complete the projects for FY17 on a first come first served basis or will consult with the submitting department on budgeting from FY18 funds.

April 21 Purchases Requiring Sealed Bids (\$20,000 or more for professional services and \$80,000 or more for all other items)

Requests for Purchase should be submitted to Purchasing by 4:30. Since the sealed bid process requires more time, submittal by this date will help ensure that projects will be completed in time for funding from FY17 budget.

May 5 All Other Purchases (less than \$20,000 for professional services and less than \$80,000 for all other items)

Requests for Purchase should be submitted to Purchasing by 4:30. This date is especially important for items requiring a long lead time for delivery. For items submitted after this date, Purchasing will make every effort to secure delivery in time for payment from FY17 budget.

June 7

Continuous Order Amendments or Cancellations

Purchasing will make adjustments to reflect actual anticipated usage to FY17 continuous orders. Departments should submit estimates of remaining invoices. Contact Purchasing at 298-1819 for estimate assistance.

Postage, Telecommunication, DPS Charges

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

June 29

Hard date for final budgetary requests with prior VP approval

Requests for Purchase must be submitted to Purchasing by 4:30. Requests submitted after 4:30 on June 29 will be written from FY18 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 Business Services. If your department holds inventory for resale but does not receive an email by June 9, please contact Cheryl Webster at 298-1811.

July 12

Deferred Revenue and Inventory Reports

If applicable this information is due in Business Services by 4:30.

July 14

FY17 Pcard Transactions

FY17 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 FY17 funds. Purchases with transaction dates of July 1 and after will be paid from FY18 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 FY18 to FY17 by the pcard reviewer and must contain the received date in the transaction notes in order to be processed from the correct fiscal year.

FY17 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.

No journal entries to change account numbers will be processed for pcard transactions fed to the default account number due to a missed deadline.

Payments for Goods Received on or Before June 30 or Services Performed on or Before June 30

Okays to Pay for purchase orders for goods and services received or performed on or before June 30 must be in Purchasing 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 by 4:30 pm. Payments that miss this date will be processed from FY18 and may result in an audit finding for the University.

Questions about accounting procedures or any other year end process should be addressed to Cheryl Webster.

Questions about Purchasing procedures should be addressed to Shannon Reed.

Questions about Facilities Management procedures should be addressed to George Beckman.