



**WESTERN
ILLINOIS
UNIVERSITY**

To: University Employees

Date: January 19, 2018

Re: Fiscal Year 2018 Planning Dates

The following dates are provided to assist departments in planning the close of fiscal year 2018. 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 FY18 budgets. Purchases and projects submitted after the dates below will be processed but may not be completed in time to be funded from FY18 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, 2018 in order to come from FY18 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 FY19 budget.

Contractual services including subscriptions, travel, maintenance, postage, professional services such as speakers and performers, registration fees, etc must occur before July 1, 2018 in order to be paid from FY18 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 FY18 budget.

February 12 Campus remodeling projects \$500,000 or more (all funds)

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 2018 board meeting. Facilities Management will endeavor to complete the project for FY18 funding or will consult with the submitting department on budgeting from FY19 funds. Departments must submit projects to Facilities Management prior to this date.

Purchases of \$500,000 or more (all funds)

Requests for Purchase must be in Purchasing by 4:30 pm in order to be submitted to the March 2018 board meeting. (Note: Preliminary items for the Board of Trustee March 2018 meeting are due approximately 2/23/18. As the 2/12/18 date would likely not have pricing returned by the required due date for Board items, information would need to be submitted as a shell with final numbers submitted prior to the Board of Trustees meeting.)

March 5

Campus remodeling projects less than \$500,000 (all funds)

Facilities Management will submit Requests for Purchase for projects to be completed using FY18 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 FY18 on a first come first served basis or will consult with the submitting department on budgeting from FY19 funds.

April 20

Purchases requiring sealed bids (\$100,000-\$499,999 for professional services and all other items) (all funds)

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 FY18 budget.

May 4

All other purchases (less than \$100,000 for professional services and all other items) (all funds)

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 FY18 budget.

June 8

Continuous order amendments or cancellations (all funds)

Departments should submit estimates of remaining FY18 invoices to Purchasing. The Purchasing Office will then make adjustments to the continuous orders to reflect actual anticipated FY18 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 28

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 28 will be written from FY19 funds.

June 29

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 18, please contact Emily Henry at 298-1811.

Cash donations

All cash donations must be submitted to the Foundation Office by 2 pm.

Departmental deposits

All departmental deposits for cash and checks received on or before June 29 must be delivered to the University Union Service Center or the Billing & Receivables Office in SH106 by 4 pm.

Departmental deposits to Foundation accounts for cash and checks received on or before June 29 must be delivered to the Foundation Office in SH303 by 3pm.

July 12

Deferred revenue and inventory reports

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

July 13

FY18 Pcard transactions (all funds)

FY18 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 FY18 funds. Purchases with transaction dates of July 1 and after will be paid from FY19 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 FY19 to FY18 by the pcard reviewer and must contain the received date in the transaction notes in order to be processed from the correct fiscal year.

FY18 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 (all funds)

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 or the Foundation Office by 4:30 pm. Payments that miss this date will be processed from FY19 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 Purchasing procedures should be directed to Shannon Reed.

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

Business Services
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