

**To:** University Employees

**Date:** March 3, 2022

**Re:** Fiscal Year 2022 Planning Dates

The following dates are provided to assist departments in planning the close of fiscal year 2022. 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 FY22 budgets. Purchases and projects submitted after the dates below will be processed but may not be completed in time to be funded from FY22 budget.

Tangible items purchased from appropriated funds (furniture, computers, etc) must be ordered prior to May 31 and must be received and paid for by August 31, 2022 in order to come from FY22 budget.

Contractual services including subscriptions, maintenance, postage, professional services such as speakers and performers, registration fees, and all travel must occur before July 1, 2022 in order to be paid from FY22 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 FY22 budget. It is strongly recommended that such projects be completed by August 1 rather than August 31.

**ASAP**      **Construction/renovation requests**  
Facilities Planning and Construction (FP&C) will assess construction/renovation requests for the remainder of FY22 on a case-by-case basis. Because projects are dependent on the current workload, complexity of the project request, and anticipated lead-time(s) of materials being ordered, requests for summer construction should be submitted as soon as possible. Project requestors will be notified by FP&C of specifics and viability. Projects already underway will target appropriate fiscal year-end dates.

**April 1**      **Purchases requiring sealed bids**

Requests for Purchase should be submitted to Purchasing by 4:30. Since the sealed bid process requires more time, submission by this date will help ensure that projects will be completed in time for funding from FY22 budget.

**May 4**      **All other Requests for Purchase**

Requests for Purchase should be submitted to Purchasing by 4:30. This is especially important for items requiring a long lead time for delivery.

**May 31**      **All other Purchases**

All other FY22 purchases including purchases made by pcard or DPA should be completed by this day. This is important in order to meet the June 30 pcard date for review and approval of purchases and the July 11 date for submission of DPAs, non-employee travel vouchers and travel vouchers.

**June 17**      **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](http://www.wiu.edu/vpaps/foundation_and_development/forms.php)

**June 30**      **Physical inventories for areas holding items for re-sale**

Departments holding inventory for resale must physically count and record such items. If your department holds inventory for resale but does not receive an email communication by June 17, please email Business Services at [business-services@wiu.edu](mailto:business-services@wiu.edu).

**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.

**FY22 Pcard transactions (all funds)**

FY22 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 FY22 funds. Purchases with transaction dates of July 1 and after will be paid from FY23 funds.

Pcards for which goods were received prior to June 30 but have transaction dates of July 1 or after must contain the received date in the transaction notes in order to be processed from the correct fiscal year.

**July 11**

**Unearned revenue and inventory reports**

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

**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 FY23 and may result in an audit finding for the University.

Departments that are aware of purchases that have not been billed by vendors are encouraged to email details to [accounts-payable@wiu.edu](mailto:accounts-payable@wiu.edu).

Questions about this memo or any other year end process should be directed to [business-services@wiu.edu](mailto:business-services@wiu.edu).

Questions about Foundation account processes should be directed to [wiu-foundation-accounting@wiu.edu](mailto:wiu-foundation-accounting@wiu.edu).

Questions about Purchasing procedures should be directed to [purchasing@wiu.edu](mailto:purchasing@wiu.edu).

Questions about Facilities Management procedures should be directed to [facilities@wiu.edu](mailto:facilities@wiu.edu).

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