

Year End deadlines

The end of the fiscal year is approaching and in order to ensure that all necessary funds have been encumbered, processed, and/or closed for FY 09-10, we need you to observe the following deadlines:

May 28, 2010 Last day to encumber current year funds for a purchase order

May 28, 2010 Last day to incur P-Card charges from an out of state vendor

June 10, 2010 Last day to incur P-Card charges from an in state vendor

June 11,2010 Last day to approve all travel encumbrances. Please send Cindy in the fiscal office a list of your encumbrances and any changes or cancellations by this date.

June 18,2009 All outside vendor invoices must be turned into Fiscal Services in time to process them against this year's purchase orders. For unencumbered invoices, we need to ensure that the vendors are in the PeopleSoft vendor file in order to process payments.

June 22,2010 Last day to approve all travel expense vouchers. No expense reports for travel at the end of June will be processed in July until Carry Forward funds have been released which is tentatively scheduled for July 23, 2010

If you have any questions, or are unable to meet these deadlines, please contact either Cindy McLean or myself at 273-2555 for further assistance.