

Associate Vice President for Business Services

Date: March 16, 2009

TO: All University Supervisors and Department Heads

FROM: Carol L. Terry, Associate Vice President for Business Services

**SUBJECT: BUSINESS SERVICES PROCESSING CUT-OFF DATES FOR
FISCAL YEAR 2008 – 2009**

Business Services has the legal responsibility to close the University's financial records at the end of the fiscal year in about 7 working days to meet the State of California's reporting deadlines. To assist with this legal reporting obligation, dates in the attached summary are being provided to inform you of the timeline that will be followed.

It is important for you to understand that we no longer have a requirement to spend all funds by the end of the year, so processing of all transactions will continue through June on the same basis as in the previous months.

To ensure accurate reporting, it is important that all 2008 – 2009 transactions be recorded in the proper fiscal year.

The attached timeline with additional explanations is available on the Financial Services website: <http://www.humboldt.edu/~fiscal/> on the right side under "What's New".

Business Services is "**Going Green**". In keeping with the University's effort to promote and demonstrate waste reduction, beginning with fiscal year 2009 – 2010, that year-end cut-off date information will only be published on our website. We will notify the campus community through "University Notices" when the dates have been posted.

Please distribute this memo and timeline within your areas as necessary.

We appreciate your assistance.

Summary of Year-End Dates for Fiscal Year 2008/2009

<u>Purchase Orders</u>, Requisitions and Other Purchasing Transactions www.humboldt.edu/~procure	
Description	Critical Year-End Dates
Requisitions over \$10,000 must be approved and budget checked	May 15, 2009
Requisitions \$9,999 or less must be processed and budget checked	June 12, 2009
All purchases against annual Blanket Purchase/Service Orders	May 31, 2009.
Direct Payment/Hospitality/Guest Lecturer/Service Provider Request Forms with appropriate attachments	June 12, 2009
Receiving against Purchase Order's	June 25, 2009
OFFICE MAX orders	Regular monthly processing
ProCard (Run reports after 6/24/09)	June 25, 2009

<u>Payroll</u> Transactions www.humboldt.edu/~hsuhr/payroll	
Description	Critical Year-End Dates
Payroll Expenditure Transfers	May 1 2009
College Work Study Vouchers	May 29, 2009
ALL payroll documentation for appointments and separations for 2008/2009.	June 15, 2009

<u>Accounting and Accounts Payable</u> Transactions www.humboldt.edu/~fiscal	
Description	Critical Year-End Dates
Non-PO direct pay requests	June 24, 2009
Non-payroll expenditure transfers	June 24 2009
Travel claims	June 24, 2009
Invoicing Request	June 17, 2009

<u>Budget</u> Transactions www.humboldt.edu/~budget	
Description	Critical Year-End Dates
Budget transfers (check with UBO directly after the cutoff date).	May 31, 2009

GENERAL INSTRUCTIONS:

Now is the time to start reviewing your department's expenses and submitting change orders, payroll transfers, expenditure transfers, etc. By starting now you will help ensure the accuracy of your department's financial reporting. Below are dates and processes to note.

All invoices, packing slips, change orders, payroll transfers, budget transfers, travel reconciliations, ProCard reconciliations, etc. for 2008/2009 must be sent to the appropriate department for processing as soon as possible.

CONTRACTS, PROCUREMENT and RISK MANAGEMENT:

- Purchase Requisitions over \$10,000 must be processed and budget checked by **May 15, 2009**.
- Purchase Requisitions \$9,999 or less must be processed and budget checked by **June 12, 2009**.
- All purchases against annual Blanket Purchase/Service Orders must be made by **May 31, 2009**.
- Direct payment/hospitality/guest lecturer/service provider request forms with appropriate attachments must be received by **June 12, 2009**.
- The last day for receiving items against a 2008/2009 Purchase Order will be **June 25, 2009**.
- **OFFICE MAX** orders will continue according to the regular monthly processing.
- **ProCard** (Master Card) – refer to the procurement website schedule.

Questions should be directed to Contracts, Procurement and Risk Management staff, Student Business Services, Room 413, extension 3512.

PAYROLL:

- Intermittent hourly and student assistant will be processed according to regular monthly processing procedures.
- Time sheets for all Federal Work Study students must be received by the Payroll Office no later than **May 29, 2009** to be paid from Federal Work Study funds. Time sheets received after this date cannot be processed as Work Study. Consequently, there can be no reimbursement for the late payroll and the department or off-campus employer will be liable for the full payroll cost.
- Requests for payroll expenditure transfers must be received in the Payroll Office by **May 1, 2009**.
- ALL payroll documentation for appointments and separations for 2008/2009 must be received in the Payroll Office by **June 15, 2009**.

Questions should be directed to Patty Ambrosini in Payroll, Student Business Services, Room 327, extension 4915.

ACCOUNTING and ACCOUNTS PAYABLE:

- Chargebacks will be processed the same as in the prior year, which is June chargebacks will be recorded in July.
- Non-payroll expenditure transfers will continue to be processed as in the prior months. These expenditure transfer requests may be submitted using either email or memo.
- To change chart fields on paid transactions please use the Direct Payment Change Request Form, which can be found at <http://www.humboldt.edu/~procure/forms.htm>. This form should be received in Accounting at least five working days prior to the fiscal year end or earlier. Forms received after that date will be processed as time allows.
- Travel must be completed by the last day of the fiscal year for it to be expensed in the fiscal year. Travel that has not been completed by the end of the fiscal year will not be encumbered. However, prepaid travel expenses, such as registration fees or airline tickets, for trips to be completed post fiscal year-end will be encumbered. This is the only exception.

Please turn in all travel claims to Accounting five working days prior to the fiscal year end for travel completed prior to that date. Travel claims for travel, which is completed during the last five working days or by the last day of the fiscal year must be received in Accounting by the beginning of the second work day in July for it to be included in the prior fiscal year.

- Invoicing requests must be received in Accounting ten working days prior to the fiscal year. Invoicing request received after that date will be processed as time allows.

Questions should be directed to Ben Hylton in Financial Services, Student Business Services, Room 345, extension 3306.

BUDGET:

- Requests to revise budgets should be submitted as soon as possible but will not be guaranteed after May 31, 2009.
- Submit budget transfers by **May 31, 2009**, but the UBO will continue to honor requests after this date, if possible.

Send requests for budget transfers using the Budget Transfer Template (located on the [University Budget Office](#) website) to Linda Mortenson, Student Business Services, Room 305, extension 3316.