

DATE: June 24, 2008
TO: Executive Committee Members, Assistant Vice Presidents, Chairs, Directors, Department Heads, Assistants to the Deans and Vice Presidents, and Departmental Administrators
FROM: Harry S. Lynch, Jr.
Executive Vice President for Business Affairs/Chief Financial Officer

Business Affairs Bulletin No. 05 - FY 2008

SUBJECT: FY 2008 Year-End Closing Procedures and Processing Deadlines and FY 2009 Processing Dates

The following guidelines have been established to complete the current Fiscal Year 2008 business and begin business in the new Fiscal Year 2009. Please adhere to these dates in planning your needs. These dates are also summarized in the attached table for your reference.

I. PURCHASE REQUISITIONS

A. DEADLINES FOR FISCAL YEAR 2008 REQUISITIONS

- a. Requisitions totaling more than or equal to \$25,000, which require an Invitation to Bid, must be received in the Purchasing Office by **5:00 p.m. on Friday, July 18, 2008.**
- b. Requisitions totaling more than or equal to \$5,000 but less than \$25,000 which require a Request for Quotation, must be received in the Purchasing Office by **5:00 p.m. on Friday, August 1, 2008.**
- c. Requisitions totaling less than \$5,000 must be received in the Purchasing Office by **5:00 p.m. on Wednesday, August 13, 2008.**
- d. Requisitions for items available on STATE contract must be received in the Purchasing Office by 5:00 p.m. on **Wednesday, August 13, 2008.**
- e. Requisitions for items with an approved Sole Source Justification memo must be received in the Purchasing Office by 5:00 p.m. on **Wednesday, August 13, 2008.**

B. FISCAL YEAR 2009 REQUISITIONS

- a. Requisitions for FY 2009 will be accepted starting at **8:00 a.m. Tuesday, July 1, 2008.**
- b. **All FY 2009 requisitions must reference September 1, 2008 as the requested delivery date at the earliest. No goods or services can be accepted for delivery until September 1, 2008.**

Exceptions: To ensure that daily research operations in the lab environment are not adversely impacted, we will accept requisitions for vital lab products such as chemicals, radioactive materials, animals, and oligos until **Friday, August 22, 2008** with exception handling. For these orders, proceed in entering your requisition in PeopleSoft and save;

however, do not forward the requisition for approval. Email PurchAdmin with the requisition number and request an exception to the FY 2008 requisition deadline. Please indicate the justification for your request. Please do not attempt to forward the requisition before emailing PurchAdmin because the system will not process the requisition. Once your request is reviewed, the Purchasing Office will contact you and advise you how to proceed in finalizing your requisition.

Any other exceptions can only be made for true emergencies, which are defined as a reasonable unforeseen need that will cause either a financial loss or a life-threatening condition to the University environment. Requests for exception will be considered on a case-by-case basis and must be approved by Vikki Ross, Director of Purchasing, or Christelle Farias, Assistant Director of Purchasing.

Please note that all Financials menu options in the HSC portal will be unavailable beginning at noon on Friday, August 29, 2008 and will remain unavailable until 8:00 a.m. on Tuesday, September 2, 2008 so that year end processes can be completed.

II. PROCARD PURCHASES

A. FY 2008 TRANSACTIONS

- a. Due to the timing of credit card transactions, procard purchases made **after July 31, 2008** may be charged as FY 2009 business. The last posting date for FY 2008 transactions is August 5, 2008 and the associated credit card statements will be dated August 8, 2008.
- b. Departmental cost allocation data entry into the JP Morgan Chase *SmartData* system should be completed by **Monday, August 18, 2008**. Supporting documentation should be submitted to the Purchasing Office by **Friday, August 29, 2008**.

III. GENERAL SERVICES

A. GENERAL STORES & TODAY'S OFFICE CENTRE ORDERS

Approved requisitions to order products from the *General Stores* and *Today's Office Centre Products* Catalogs must be received by General Stores by **5:00 p.m. Friday, August 22, 2008**. Requisitions received by General Stores after 5:00 p.m. will be cancelled. NO EXCEPTIONS will be made.

B. MANUAL REQUISITIONS

Liquid nitrogen, dry ice, primer and toner orders will be dispensed **Monday – Friday, August 25 through August 29, 2008** on manual requisitions. These orders will be processed as FY 2009 business.

General Services will be closed for inventory starting at 5:00 p.m. on Friday, August 22, 2008 and will reopen at 8:00 a.m. on Tuesday, September 2, 2008.

Any questions regarding the General Stores deadlines should be directed to Cliff Kelly, ext. 7-5982 or JoAnn Jarzombek, ext. 7-5986.

IV. TRAVEL REQUISITIONS AND TRAVEL REIMBURSEMENT VOUCHERS

A. TRAVEL REQUISITION GUIDELINES

- a. Starting at 8:00 a.m. on **Monday, July 14, 2008**, travel requisitions for FY 2009 may be entered.
- b. Travel that crosses fiscal years (i.e. travel begin date is in FY 2008 and due date or End Date is in FY 2009), should be entered and paid with FY 2009 funds.
- c. All FY 2008 travel requisitions must be prepared and approved by **5:00 p.m. on Thursday, August 28, 2008**.
- d. All FY 2008 travel requisitions will be cancelled on Friday, August 29, 2008. Prior to cancellation of the travel requisitions on August 29th, we recommend that you print copies of your approved FY 2008 requisitions to attach as back-up to the reimbursement vouchers.

B. TRAVEL VOUCHER GUIDELINES

- a. Reimbursement vouchers for travel through August 31, 2008 received in the Office of Accounting by **5:00 p.m. on Wednesday, September 3, 2008** will be recorded as FY 2008 business.
- b. Reimbursement vouchers for travel that includes both FY 2008 and 2009 dates will be recorded as FY 2009 business.

C. YEAR-END LOCAL/STATE VOUCHERS

- a. Local/state vouchers for expenses through August 31, 2008 that are received in the Office of Accounting by **5:00 p.m. on Wednesday, September 3, 2008** will be recorded as FY 2008 business.
- b. Vouchers for services performed in both FY 2008 and FY 2009 will be recorded as FY 2009 business, if received **after 5:00 p.m. on Wednesday, September 3, 2008**

V. GENERAL ACCOUNTING

A. JOURNAL ENTRY DEADLINE

- a. Accounting ledgers can be run at any time during the month to determine year-to-date activity. Departments should run departmental accounting ledgers to identify necessary adjustments and send requests for adjustments as soon as possible.
- b. Requests for expenditure transfers, adjustments or other journal entries related to FY 2008 activity other than August 2008 must be submitted to the Office of Accounting by **Friday, August 29, 2008**.
- c. Transfers and adjustments associated with FY 2008 *payroll expenditures* must be submitted to the Payroll Office by **Thursday, September 4, 2008**.
- d. All requests for expenditure transfers, adjustments or other journal entries related to normal August 2008 business should be received by the Office of Accounting by **Friday, September 5, 2008**.

B. AUGUST MONTH-END & FY 2008 YEAR-END CLOSE

- a. Accounting records for the month of August 2008 will be closed by Wednesday, **September 10, 2008**. Departments should review final accounting ledgers after the August 2008 records are closed.
- b. Any additional necessary transfers and adjustments associated with FY 2008 *payroll expenditures* will be accepted by the Payroll Office on an exception basis no later than **Thursday, September 11, 2008**.
- c. Any additional necessary adjustments will be accepted by the Office of Accounting on an exception basis no later than **Friday, September 12, 2008** and will be processed during the post-closing period.

VI. BURSAR ACCOUNTING

A. PETTY CASH REIMBURSEMENTS

- a. Reimbursements for petty cash accounts need to be replenished by 4:45 p.m. **August 29, 2008** at the Office of the Bursar.
- b. Expired projects with petty cash accounts need to be turned in by 4:45 p.m. **August 29, 2008** to the Office of the Bursar.

B. CASH RECEIPTS VOUCHERS

- a. To receive credit for deposits in FY 2008, please be sure the Office of the Bursar receives a cash receipt voucher by 4:45 p.m. **August 29, 2008**.

VII. BOOKSTORE REQUISITION

A. Year-End Deadline

The last day to purchase items from the UTHSCSA Bookstore using a Bookstore Requisition is Friday, August 29th if items are in stock and Friday, August 8th if item(s) has to be ordered, for billing in FY 2008. All merchandise ordered but not picked up by this deadline will be considered FY 2009 business. You may direct any questions to Tori Sage, Bookstore Manager, ext. 7-2840 or bksuthsc@bncollege.com.

Please note that adherence to the above dates is imperative to the effective close of the fiscal year. These dates represent a proposed schedule and may be subject to change depending on the needs of the Office of Accounting to appropriately close the fiscal year.

Please distribute this bulletin to all principal investigators and members of your staff that are responsible for fiscal management and/or are involved in preparing and or approving purchase requisitions, travel requisitions, travel reimbursement vouchers and/or Local/State Vouchers.

See attached table.

**FY 2008 Year-End Processing Deadlines
FY 2009 Processing Dates**

Tuesday, July 1, 2008	<u>Purchasing</u> : REQ's for FY 2009 may be entered starting at 8:00 a.m.
Monday, July 14, 2008	<u>Travel</u> : FY 2009 Travel REQ's open starting at 8:00 a.m.
Friday, July 18, 2008	<u>Purchasing</u> : REQ's totaling more than or equal to \$25,000 must be received in the Purchasing Office by 5:00 p.m.
Friday, August 1, 2008	<u>Purchasing</u> : REQ's totaling more than \$5,000 but less than \$25,000 must be received in the Purchasing Office by 5:00 p.m.
Friday, August 8, 2008	<u>Bookstore</u> : Last day to place order for Bookstore merchandise not in stock to be billed as FY 2008 business
Wednesday, August 13, 2008	<u>Purchasing</u> : REQ's totaling less than \$5,000, REQ's supported by sole source justification, and REQ's for State contract items must be received in the Purchasing Office by 5:00 p.m.
Monday, August 18, 2008	<u>Procard</u> : Data entry for on-line JP Morgan Chase <i>SmartData</i> system for procard transactions must be complete
Friday, August 22, 2008	<u>General Stores</u> : Approved orders placed from the <i>Today's Office Centre Products</i> and <i>General Stores</i> catalogs must be received in General Stores by 5:00 p.m. Requisitions received after 5:00 p.m. will be cancelled. NO EXCEPTIONS will be made
Thursday, August 28, 2008	<u>Travel</u> : REQ's for FY 2008 must be entered and <u>approved</u> by 5:00 p.m. *It is recommended that all REQ's be printed for back-up prior to this time
Monday, August 25, 2008 – Friday August 29, 2008	<u>General Stores</u> : Liquid nitrogen, dry ice, primer and toner orders will be accepted on a manual REQ and will be processed as FY 2009 business GENERAL STORES WILL BE CLOSED

<p>Friday, August 29, 2008</p>	<p><u>Portal</u>: All Financials menu options in the HSC portal will be unavailable at 12:00 p.m. and will remain unavailable until 8:00 a.m. on Tuesday, September 2, 2008</p> <p><u>Accounting</u>: Deadline for expenditure transfers, adjustments, or other journal entries affecting FY 2008 activity other than August 2008</p> <p><u>Purchasing and Travel</u>: All FY 2008 REQ's will be cancelled</p> <p><u>Bursar</u>: FY 2008 petty cash reimbursements and cash receipt vouchers due</p> <p><u>Procard</u>: Supporting documentation for procard transactions due to the Purchasing Office</p> <p><u>Bookstore</u>: Last day to purchase in-stock items from the Bookstore for FY 2008 billing</p>
<p>Tuesday, September 2, 2008</p>	<p><u>Portal</u>: Financials menu options in the HSC portal will be available at 8:00 a.m. for processing</p> <p><u>General Stores</u>: General Stores will be open for FY 2009 business</p>
<p>Wednesday, September 3, 2008</p>	<p><u>Travel</u>: Reimbursement vouchers for travel through August 31, 2008 will be accepted in the Office of Accounting until 5:00 p.m. and will be recorded as FY 2008 business*</p> <p><u>Local/State Vouchers</u>: Vouchers for expenses through August 31, 2008 received by 5:00 p.m. will be recorded as FY 2008 business</p> <p>*Travel that cross FY 2008 and 2009 will be recorded as FY 2009 business</p>
<p>Thursday, September 4, 2008</p>	<p><u>Payroll</u>: Payroll transfer requests due</p>
<p>Friday, September 5, 2008</p>	<p><u>Accounting</u>: Requests for expenditure transfers, adjustments, or other journal entries related to normal August 2008 business are due</p>
<p>Wednesday, September 10, 2008</p>	<p><u>Accounting</u>: August 2008 accounting records closed</p>
<p>Thursday, September 11, 2008</p>	<p><u>Payroll</u>: Final payroll transfer requests due**</p>
<p>Friday, September 12, 2008</p>	<p><u>Accounting</u>: Final departmental accounting adjustments due for processing during post-closing period**</p> <p>**Processed on an exception basis only</p>