

**DATE:** April 2, 2008

**TO:** Budget Officers and Managers

**FROM:** Bill Ray, Assistant Vice President for Finance and Administration

**RE: 2007/08 Year-end Closing Deadlines & Procedures - For All Expenditures & Receipts**

It is that time of year again when we need to publish the year-end closing deadlines. We are publishing these important dates now to help you prepare for them and make it easier for you to meet the deadlines. We ask for your support to meet these deadlines with as few exceptions as possible. These deadlines and procedures apply to all university expenditures, including grant funds. If for some reason you are unable to meet one of the deadlines, please contact the appropriate person, as shown below.

Listed below are the year-end closing deadlines and dates followed by more detailed information. Also, included is a calendar that helps show the deadlines. Copies of this memo and calendar can be found on the Budget Office web page at: <http://www.pacificu.edu/offices/finance/budget/>.

1. Purchase requisitions, Blanket P.O.'s, including any Adjustments - must be received by May 9.
2. Invoices for purchasing by standard purchase order - must be received by May 23.
3. Invoices for purchasing by blanket purchase order - must be received by May 23.
4. Check requests - must be received by June 9.
5. Petty cash accounts - must be processed by June 9.
6. Petty cash advances - must be processed by June 9.
7. Travel & other advances - must be satisfied by June 9.
8. Credit card charges - activity appearing on the June 18 billing statement will be included in the current fiscal year (2007/08). Activity appearing after June 18 will appear in next fiscal year (2008/09).
9. Cash receipts - must be received no later than June 20.
10. Departmental charge-back for copy costs, phone charges, postage charges, etc. - final date for charges to post to fiscal year 2007/08 will be June 20.
11. Budget entry deadline - must be received by June 20.
12. Payroll information - Time Cards and pay requests must be received in Human Resources by 12:00 noon on July 1.

**1. Purchase requisitions, Blanket P.O.'s, and any Adjustments** - Submit any purchase requisitions or blanket P.O.'s, including any adjustments to either of those to the Business Office - Purchasing no later than May 9. Requisitions received after this date will be posted to the 2008/09 fiscal year. Merchandise must be received on campus by June 30 to have it posted into and charged against the 2007/08 fiscal year. Merchandise received after June 30 will be charged to the 2008/09 fiscal year. If you have any questions, please contact Patsy Charlesworth (x2265).

**2. Invoices for purchasing by standard purchase order** - Submit invoices to the Business Office - Purchasing by May 23 to process payment. *Please send invoices related to purchase orders to Patsy Charlesworth in Business Office - Purchasing (x2265).*

**3. Invoices for purchasing by blanket purchase order** - Submit invoices to the Business Office - Purchasing by May 23 to process payment. *Again, please send all invoices related to purchase orders to Patsy Charlesworth in Business Office - Purchasing (x2265).*

**4. Check requests (for purchases and/or services without a purchase requisition)** - Submit check requests to the Business Office - Accounts Payable by June 9. If a purchase is needed after that deadline, please use your departmental credit card (see item #8 below). If you have an emergency, please contact Nancy Connolly in the Business Office - Accounts Payable (x2177).

**\*\*Regarding Applicable Expenses for Fiscal Year 2007/08\*\***

Do not hold invoices for merchandise received or for services rendered after the deadline. Submit invoices as soon as you receive them as we are required to post charges in the appropriate fiscal year in which goods and services are received. Also, if you have not received the invoice by June 16, please contact the vendor and make arrangements for them to fax the invoice to you so you can meet the deadline.

**5. Petty cash accounts** - Reimbursement requests for expenses charged to the 2007/08 fiscal year must be reconciled and received in the Business Office – Accounts Receivable by June 9. If you have any questions, please contact Renee Vanzant (x2231).

**6. Petty cash advances** - Petty cash advances will be issued up through, but no later than June 9, and must be fully satisfied by the June 9 deadline. If an advance is needed after that deadline, please use your departmental credit card (see item #8 below). If you have any questions, please contact Renee Vanzant (x2231).

**7. Travel & Other advances** - Travel and other advances received for the 2007/08 fiscal year need to be satisfied by June 9. If traveling after June 9 but before June 30, the advance must be satisfied no later than July 7. Also, if travel dates overlap between fiscal years, the expense will be charged in the 2008/09 fiscal year. It is important that we receive all receipts in the Business Office - Accounts Payable prior to our preparation for the annual audit. Please note that IRS regulations require that we have receipts to satisfy advances. If you have any questions, please contact Nancy Connolly (x2177).

**8. Credit card charges** - University credit card activity appearing on the June 18 billing statement will be charged to the current fiscal year (2007/08). Activity appearing after the June 18 billing will be charged to fiscal year 2008/09. If you have any questions, please contact Nancy Connolly (x2177) in the Business Office - Accounts Payable.

**9. Cash receipts** - Deposits for fiscal year ending June 30 must be in the Business Office – Accounts Receivable by the end of the day on June 20. Satellite clinics must make deposits at their local bank on or before June 30, and send the deposit information to the Business Office - Accounts Receivable no later than July 3. Donations received by the Development Office must be deposited no later than July 3. If you have any questions, please contact Renee Vanzant (x2231).

**10. Departmental charge-back for copy costs, postage, and motor pool** - The final date for charges to post to fiscal year 2007/08 is June 20. If you have any questions, please contact Bonnie Harris (x2744).

**11. Budget entry deadline** - Submit all budget entries to Bill Ray via email no later than June 20.

**12. Payroll information** - All payroll information for June must be received in the Human Resource Office no later than 12:00 noon on July 1. **Payroll information received after this date will be charged to the 2008/09 fiscal year. PLEASE, NO EXCEPTIONS!**

**Due July 1 by 12:00 noon -- Time Cards/Pay Requests for June**

- Exempt time cards for period ending June 30.
- Non-exempt time cards for period June 16 through June 30.
- Student time cards for period ending June 30.
- Any other compensation payment requests that are for fiscal year 2007/08.

Payroll information for the period July 1 - July 15, 2008 (which will be posted in fiscal year 2008/09) must be in the Human Resource Office by July 16. For payroll questions, please call Tedd Livengood (x2901) or Michele Quint (x2210).

Thank you for your assistance.