




INTEROFFICE MEMO

To: Budget Unit Heads
From: Accounting & Financial Reporting 
Budgets & Financial Planning 
Procurement Services 
Date: August 31, 2009
Subject: Year-End Closing of the 2008-2009 Fiscal Year

The following general year-end provisions will apply to purchase orders against University budgets at the end of the 2008-2009 fiscal year:

1. In order for purchases to be expensed in this fiscal year against your 2008-2009 budget, a Purchase Order must be issued, materials and/or services received, and the check for payment processed prior to **September 30, 2009**.
2. All Requisitions received in the Procurement Office prior to **4:00 p.m., Wednesday, September 9, 2009** will receive priority in processing. During the period **September 10 - 30, 2009**, Purchase Orders will be issued but they will not receive priority in processing or expediting over requisitions submitted prior to the **September 9th** cut-off date.

Processing time for requisitions requiring bids generally takes three weeks. Requisitions not requiring bids normally take 5 - 7 days to process. Timing for the delivery of services and/or materials and the required documents will vary from vendor to vendor; however, delivery time generally takes 2 - 6 weeks depending on the nature of goods or services ordered. Departments are responsible for determining the required lead time in order to meet the **September 30, 2009** cut-off deadline.

Change Order Requisitions to be issued against 2008-2009 Purchase Orders must be received and processed by Procurement Services prior to **September 30th** to be reflected in the accounting system for the 2009 fiscal year.

3. Invoices and receipt of goods documentation (Memorandum Receiving Report or shipping receipt) must be received by the Accounts Payable Department no later than **Wednesday, September 16, 2009** in order to be charged against the 2008-2009 budget.
4. Departments should insure that old outstanding encumbrances are closed.
5. Beginning on **September 15, 2009**, departments may enter requisitions against 2009-2010 fiscal year funds by changing the transaction date on the requisition to October 1, 2009.
 - If the transaction date is not changed to October 1, 2009, the requisition will need to be denied by an authorized approver.
 - Then contact Procurement Services to have the requisition deleted.
6. During the period **September 15-30, 2009**, if the requisition has been approved, but the transaction date was not changed to October 1, contact Procurement Services to cancel the requisition.

7. All requisitions, including those against contract and grant accounts, not using an October 1, 2009 transaction date must be approved by September 18, 2009, so that they can be converted into purchase orders by September 30, 2009 by Procurement Services.
 - Requisitions not approved by September 19, 2009 must be denied by an authorized approver.
 - The end user will be notified by the individual who denied their requisition.
8. Purchase Orders from FY 2009 will not be carried forward to FY 2010 until the middle of October. From October 1 to mid-month, no change orders from FY 2009 will be processed by Procurement Services and no A/P checks will be issued against FY 2009 budgets. This restriction is due to standard year-end closing procedures while FY 2009 expenses are being finalized.
9. Only Purchase Orders that have not been invoiced and paid will be brought forward into the new fiscal year. If a partial payment has been issued prior to September 30, 2009, only the remaining balance will be carried forward as an encumbrance obligation. Your available funds in your 2009-2010 budget will be reduced by the outstanding amount of prior year Purchase Orders.

The Budget Office will issue further guidelines regarding payroll deadlines pertaining to year-end closing.

If you have questions or need further information, please contact Robert Leonard (824-2233), Melanie Newby (824-2248), Chih Loo (824-2243), Terence Haley (824-6674) or Suzanne Penn (824-6687).

xc: Accounting & Finance
 Budget Office
 Business Services
 Judy Conine, Office of Sponsored Programs