

**Business Office  
FY2009 Year-End Cutoff Dates**

Year end is quickly approaching and we would like to thank you for another year of hard work. The Business Office has established the following deadlines to ensure transactions are entered in FY 2009:

**VENDOR VOUCHERS**

For guaranteed entry into the system, please submit to PPS by Friday, September 25, 2009. All vouchers received after September 25th will be processed on a time available basis.

**PURCHASE REQUISITIONS (PR's)**

PR's that do not require a bid must be received in Procurement & Payment services (PPS- 311 Ingram Hall) no later than Friday, September 18, 2009. PR's submitted after this date will be processed on a time available basis.

PR's that cannot be issued on FY 2009 funds should have that notation clearly referenced in the Document Text.

(Note: Please remember that the deadline for submitting PR's that require a bid for processing was August 18.)

**TRAVEL VOUCHERS**

Must be received in PPS by Friday, September 25, 2009. Vouchers received after September 25 will be processed on a time available basis.

**PURCHASE CARD RECONCILIATIONS**

Must be received in PPS by Tuesday, September 22, 2009.

**INTERNAL TRANSACTION VOUCHERS (ITV) & DEPARTMENT ERROR CORRECTION FORMS (DEC)**

Must be received in Financial Reporting (321 Ingram Hall) by Friday, September 25, 2009. Documents received after this date will be processed on a time available basis.

DECs (other than contract and grant funds) not processed in Fiscal Year 2009 will need to have budget transfers completed in Fiscal year 2010.

**BUDGET CHANGE ORDERS**

Must be completed with approvals by Tuesday, September 29, 2009.

**Accounts Receivable Reconciliations**

We would like to remind the applicable units who are responsible for accounts receivable to submit their detailed accounts receivable as of September 30, 2009, along with the reconciliation to the Banner Funds/Accounts to Student Financial Services and Internal Audit by Friday, October 16, 2009.

**Inventory Listing**

We would like to remind the applicable units who are responsible for inventory to submit their detailed inventory to Financial Reporting/Controllers office and Internal Audit by Monday, October 5, 2009.

**Service Centers**

We would like to remind all Service Center Units to return the Fiscal Year 2010 Rate Development Calculations to Financial Reporting by Tuesday, September 15, 2009.

Please contact Financial Reporting at 4-3600 if you have any questions.