

**Business Office  
FY2011 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 2011:

**VENDOR VOUCHERS**

For guaranteed entry into the system, please submit to Procurement & Payment services (PPS- 311 Ingram Hall ) by Monday, September 26, 2011. All vouchers received after September 26th will be processed on a time available basis.

**PURCHASE REQUISITIONS (PR's)**

PR's that do not require a bid must be received in PPS no later than Friday, September 16, 2011. PR's submitted after this date will be processed on a time available basis.

PR's that require a bid must be received in PPS no later than Friday, August 19, 2011.

Purchase Change Orders with Vouchers for payment must be received in PPS not later than Monday, September 19, 2011.

PR's that cannot be issued on FY 2011 funds should have that notation clearly referenced in the Document Text.

**TRAVEL VOUCHERS**

Must be received in PPS by Monday, September 26, 2011. Vouchers received after September 26th will be processed on a time available basis.

**PURCHASE CARD RECONCILIATIONS**

Must be received in PPS by Thursday, September 22, 2011.

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

Must be received in Financial Reporting (321 Ingram Hall) by Friday, September 23, 2011. 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 2011 will need to have budget transfers completed in Fiscal year 2012.

**BUDGET CHANGE ORDERS**

Must be completed with approvals by Wednesday, September 28, 2011.

**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, 2011, along with the reconciliation to the Banner Funds/Accounts to Student Financial Services and Internal Audit by Monday, October 10, 2011.

**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 10, 2011.

**Service Centers**

We would like to remind all Service Center Units to return the Fiscal Year 2012 Rate Development Calculations to Financial Reporting by Wednesday, September 28, 2011.

Please contact Procurement and Payment Services at 4-7771 or Financial Reporting at 4-3600 if you have any questions.