

ATTACHMENT TO
CONTROLLER'S MEMORANDUM NUMBER 2001-14

Year-End Closing for University Disbursements and Property Services

Summary Of Guidelines And Critical Dates

May 15, 2001

The following is a summary of guidelines and critical dates to aid your processing staff during year-end processing.

***** PURCHASING CARD *****

Any purchases you have made on your purchasing card and not paid before 6/30/01 may be certified forward if funds are available. In order to ensure that payment of purchases made on the Purchasing Card after June 15, 2001 are paid from Fiscal-Year 2000/2001 funds, it is suggested that sufficient money be encumbered to cover these purchases. If unpaid purchasing card charges are not encumbered, they will be paid out of Fiscal-Year 2001/2002 budgets.

***** BLANKET ENCUMBRANCE *****

As in previous years, blanket encumbrances (with the exception of maintenance contracts, encumbrances on sponsored contracts and grants, and recurring charges) will be closed at the end of May. Please remember to make arrangements for the timely establishment of any special encumbrances that you might need for goods or services purchased during the month of June. In addition, be sure to encumber sufficient current year funds to certify all charges through June 30 for such items as NERDC, Working Capital, maintenance and repair jobs, utilities, Suncom, toll calls, Printing, Motor Pool, copying charges, postage, etc. In cases where estimates are required because services have been rendered, but not billed, by June 30, please use the best historical information you have from prior months' activity. Postage and Document Services will be processing invoices for the first two weeks in June; thus you will only need to certify forward the last half of June's charges to these auxiliaries. Charges for basic telephone services and telephone maintenance for June will be paid early in June; please do not certify. However, Suncom charges for May and June should be certified forward. Telephone toll calls for the month of June should be certified forward.

***** TRAVEL ADVANCES *****

Travel advances cannot be granted during the month of June, and outstanding travel advances must be settled prior to June 30.

***** DEADLINES *****

The following deadlines have been established to assist you in the year-end process. Please note that these deadlines are tentative since we have not received the official dates from Tallahassee.

Tuesday, May 1, 4:30 p.m.

As of this date, in order to receive an Avis Rent-A-Car ACTO on a State account, special travel encumbrances are required.

Friday, May 18, 4:30 p.m.

- * Last day to process Disbursements from Revolving Fund.

Friday, May 25, 4:30 p.m.

- * The following blanket encumbrances on all State, AEF, Auxiliary, Agency, Student Government, and MG&G funds will be closed:

1. Outside vendor blankets. Except maintenance agreements and standard monthly operating charges.
2. Travel blankets. Travel Reimbursement Vouchers submitted after this date on closed travel blankets, for travel occurring in May, will be processed for payment. However, please make arrangements for the establishment of any special encumbrances for travel, including ACTO's (see May 1 above) and TR's you might need during the month of June.
3. I. D. Blankets. Except for PPD (working capital, telecommunications, utilities, etc.), OIR, Postal, and NERDC. Please set-up special encumbrances for purchases from auxiliaries in June.

Friday, June 1, 4:30 p.m.

- * Submit the following to University Disbursement Services to ensure payment from 2000/2001 funds:

1. Non-automated Inter-departmental ("I.D.") invoices.
2. I. D. expense refunds.
3. Invoices from other State agencies.

Monday, June 4, 12:00 NOON

- * Cash Expense Refunds should be remitted to the Cashier, S-113 Criser Hall, as early as possible to ensure that refunds to State accounts will not be lost. In any event, all refunds should be deposited timely.

- * Special auxiliary I. D. encumbrances should be submitted to University Disbursement Services, P. O. Box 11350, 114 Elmore Hall, for certification purposes. This does not apply to Sponsored Research Contracts and Grants that end after June 30, 2000.

Monday, June 4, 4:30 p.m.

- * Deadline for submitting invoices for all purchases from State Surplus Property Division to University Property Services, P. O. Box 115300, 116 Elmore Hall, to ensure payment before the State Comptroller's deadlines. Questions should be addressed to Randy Staples at 2-2556.

Friday, June 8, 12:00 NOON

- * Revenue Refund requests should be submitted to the Bank Area, S-113 Criser Hall.

Friday, June 8, 4:30 p.m.

- * Deadline for submitting to University Disbursement Services, P. O. Box 115350, 114 Elmore Hall, to ensure payment during the month of June:
 1. Payment Authorizations.
 2. Approved outside vendor invoices and freight invoices for all funds, including Agency funds.
 3. Travel reimbursement vouchers.
 4. Concession fund requisitions for payment.
 5. NRA payments to be paid from Fiscal Year 2001/2002 funds.
- * Deadline for submitting grant invoices to University Disbursement Services, P. O. Box 115350, 114 Elmore Hall, to ensure processing during the month of June.
- * Deadline for submitting Change Orders to outstanding encumbrances to be certified forward.

Friday, June 8, 4:30 p.m.

- * Deadline for submitting all travel requests processed through TRRIPS. Payments should be approved and forwarded to the respective travel office for final processing.

Friday, July 6, 4:30 p.m.

- * Deadline for returning Encumbrance Reports for Certified Forward to University Disbursement Services.