

MEMORANDUM

DATE: June 6, 2009
TO: Budget Officers and Budget Review Officers
FROM: Lois Tatro, Director of Financial Operations and Business Technology
SUBJECT: **FY 2009 Year-end Close Activities (Obligations Incurred Prior to June 30, 2009 - FY 2009)**

In order to ensure the accuracy of the University's financial records and the fiscal year-end financial statements, and comply with the State of Kansas, the following processing guidelines detailed in this memo have been established.

Your cooperation and assistance in helping the campus meet various year-end processing and reporting deadlines is greatly appreciated.

ACCOUNTING

Reimbursements / Deposits to University Accounts

Submit checks, collected monies and other receipts for deposit to cover deficit balances to the Financial Operations Cashiers Office by **Friday, June 26, 2009** by 5:00 PM.

Tuesday, June 30, 2009 by 5:00 PM is the final date to submit checks, collected monies and other receipts for FY 2009 deposits to Financial Operations – Jardine 201. Deposits received after that will be posted as FY 2010 business.

ACCOUNTS PAYABLE AND TRAVEL

Invoices

Submit Invoice Control Documents (ICD's) to Purchasing Office for approval by **Wednesday, June 24, 2009** 5:00 PM to post in FY 2009. **All transactions submitted after this date will be returned to the department which will require use of non-state funds for payment.**

For payments that cannot be processed until after **Tuesday, June 30, 2009** you must submit "For Encumbrance only" ICD's by **Wednesday, June 24, 2009** by 5:00 PM to Purchasing Office. (Note: Fund A0003 CANNOT be used)

BPC charges that appear on the June statement will be paid from FY 2009 budgets and charges that appear on the July BPC statement will be charged in FY 2010.

Travel Expense Claims

Submit approved travel expense claims for travel that occurred between **Tuesday, July 1, 2008** and **Friday, June 12, 2009** with the appropriate receipts and documentation to the Financial Operations Travel department on or before **Friday, June 12, 2009** by 5:00 PM.

For travel completed between **Wednesday, June 13** and **Tuesday, June 30, 2009** forward the approved travel expense claims with the appropriate receipts and documentation to Financial Operations Travel Department within 5 business days upon completion of trip and **NO LATER than July 6, 2009.**

BUDGET

Budget Transfers

The deadline for submission of budget adjustment request is **Friday, June 12, 2009** by 5:00 PM. Budget adjustments should be for amounts sufficient to cover projected expenses through the end of FY 2009.