



To: UIW & High School Communities
From: Edith T. Cogdell, Comptroller
Subject: Year End Procedures
Date: April 6, 2016

We are approaching the end of another budget year. In order to close out the 15/16 fiscal year, we need your cooperation in the following areas related to the **unrestricted operating budget**. In addition, please distribute this memo to anyone in your department involved in these areas.

- 5/13** Purchase orders for fiscal year 15/16 will be suspended on May 13, 2016 to process and ensure the appropriate charge to this fiscal year. Any invoices received for goods purchased without an advance purchase order may not be paid and may be the responsibility of the individual who ordered the goods. Furniture and equipment purchase orders must be approved by the Director of Facilities. Any vendor credits or refunds related to fiscal year 15/16 will be credited back to fiscal year 15/16. They may not be applied to fiscal year 16/17. Please review all open encumbrances on your budgets (Banner Form FGIOENC). Any remaining encumbrances at year end will roll forward to the next fiscal year if they are not completed or closed and will remain encumbered.
- 5/27** The University credit card billing for May will cut off on the 27th. Any charges for May not reflected on that statement will be charged to the subsequent fiscal year.
- 5/30** All outstanding receipts must be turned in to the Business Office by May 30, 2016 to settle outstanding petty cash to ensure a proper charge to fiscal year 15/16.
- 5/31** Only items or services that are received and exhausted before May 31, 2016 can be charged to the 15/16 fiscal year. If equipment or supplies are not received or actual travel does not occur before May 31, 2016, they **will not** be charged to this fiscal year.
- 6/1** To allow lead time in ordering, purchase orders for services and supplies that will not be received or paid for by May 31, 2016 may be made in advance of the new fiscal year by dating the purchase requisition June 1, 2016, and using the account number to charge the expense directly to fiscal year 16/17. The encumbrance will be applied against the 16/17 budget year.
- 6/3** All internal service request charges for fiscal year 15/16 (print shop, postage, mileage, copy charges, etc.) are due to Emilio Gonzales in the Comptroller's Office by no later than June 3, 2016.
- 6/10** Any vendor invoices sent directly to your department for goods received by May 31, 2016 must be submitted to the Accounts Payable Department by June 10, 2016 with proper approval for payment to ensure the proper charge to fiscal year 15/16. Please notify Accounts Payable by June 10, 2016 of any expected invoices not yet received.
- 6/10** Departments with open billings to third parties for services rendered for this fiscal year need to provide copies of invoices to the Comptroller's Office by June 10, 2016. These billings will be set up as accounts receivable for this fiscal year.
- 6/10** All travel settlements must be submitted no later than 10 days after returning from travel. Therefore, any settlements for travel through May 31, 2016 received after June 10, 2016 will be charged to the following fiscal year.
- 6/17** Organization Status Reports (budget reports) for May will be sent out on or before June 17, 2015. These reports should be reviewed carefully in order to verify that all charges to fiscal year 15/16 have been posted.
- 6/24** The books for the 15/16 fiscal year will be closed on June 24, 2016. After this date no further invoices, journal entries, or other transactions will be accepted for the 15/16 fiscal year. Any transactions received after this date will be posted to the subsequent fiscal year.

If you have any questions, please call the Comptroller's Office at (210)829-6037. Thank you in advance for your cooperation.

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