Please distribute the following information within your divisions/areas, as appropriate.

Memo to: Cabinet
From: Karen Lester, Comptroller
Date: May 31, 2017
Subject: FY17 YEAR-END ACCOUNTING DEADLINES (ALL COST CENTERS)

Please note the following important dates and accounting deadlines for FY17 which ends on Friday, June 30, 2017. Transactions that occur after the listed deadlines will be posted to FY18.

**PURCHASE ORDERS**

- Last day to **create** a FY17 PO or P/T Contract: June 16, 2017
- Last day to **pay** a FY17 PO or P/T Contract: July 28, 2017

After June 16th, departments will only have the ability to view their existing purchase orders.

An open encumbrance report will be furnished to cost centers indicating encumbrances that are still open. Please review and mark any encumbrances that should be canceled. Return the report by June 16th to Deanne Drummond in Business Services. FY17 encumbrances not canceled or paid by July 28th will carry forward into FY18.

**PURCHASING CARDS**

- Last day for purchasing card transactions to be posted: June 25, 2017

Please note merchants do not always post transactions the same day that goods/services are received.

**ON-CAMPUS SERVICES**

- Last day for the following on-campus charges to be sent to Business Services: June 28, 2017
  - Printing Services
  - Postage
  - Bookstore
  - AV-Graphics
  - IT Chargebacks
  - State Vehicle Mileage (Motor Pool)

**TRAVEL/BUSINESS EXPENSE REIMBURSEMENT**

- Last day to submit reimbursement to Business Services for any travel that began/ended on or before June 30th: July 5, 2017

**STUDENT PAYROLL**

- Last day of student hours worked this fiscal year: June 30, 2017
- All remaining FY17 student payroll encumbrances will be cleared.

**RECEIPTS**

- Cash and/or checks must be deposited with Business Services by 4pm: June 30, 2017