



Financial Services

YEAR END PROCESSING DEADLINES

The following dates have been established for processing transactions to be included as fiscal year 2008-2009 business. Adherence to these dates is essential in ensuring that information is properly recorded during the year end cut-off. If you have any questions, please contact Financial Reporting at **747-5586**.

Salary Transfers and Wage Transfers - All retroactive appointment changes (salary appointments, hourly or workstudy corrections) for fiscal year 2008-2009 are due to Human Resources by **August 13**.

Hourly Timesheets – All hourly timesheets for the month of August must be processed and final approved by **10:00 AM on September 1**.

Workstudy Timesheets – All workstudy timesheets for the month of August must be submitted to Financial Aid by **10:00 AM on September 1**.

Authorization for Personal Services (APS forms) – Must be submitted to Payroll by **August 20** to be included in 2008-2009 business.

Transfers of Funds – All requests for transfers of funds must be submitted to the Budget Office by **August 15** (26 accounts to ORSP/Contracts & Grants Accounting).

Local Payment Vouchers – Electronic and paper payment vouchers must be submitted to Accounts Payable or Contracts & Grants by **August 24** in order to be included in 2008-2009 business.

IDTV's – Inter-departmental electronic and paper transfer vouchers must be submitted to Accounts Payable or Contracts & Grants by **August 24** in order to be charged to 2008-2009 funds.

Expenditure Transfers – All requests for expenditure transfers (VT6 documents) must be submitted to Accounts Payable, Contracts & Grants or General Accounting by **August 24**.

ProCard Vouchers – (VP7) - There will be two (2) approval deadlines for Procard Vouchers, which include bank transactions posted at the bank thru 8/31/09. The transactions for August 6 thru August 16 must be final approved by August 26. The transactions for August 17 thru August 31 must be final approved by **September 8**. **Procards may be used throughout August but we cannot guarantee that the bank will post all the transactions by 8/31/09; some expenditures may be charged to new fiscal year funds.** A third set of ProCard vouchers will be created for the statement period of September 1 thru September 7 and must be final approved by September 25.

Processing of Inventory Transfers – Due by **August 14**.

Check Cancellations – All requests for cancellations, with reissue requests, must be approved by **August 24** to be posted to the current year. Requests for cancellations without reissue, or for reissue in the next fiscal year, must be approved by **August 26**.

Office Cash/Petty Cash Reimbursements – Office Cash/Petty Cash reimbursement requests must be submitted to the Student Business Services office by **August 28**. Items submitted after this date will be charged to the new fiscal year budgets.

Cash Deposits – All deposits for cash received on or before **August 28**, must be submitted to the Student Business Services office by **August 28**, in order to be included in 2008-2009 business.

Cash Receipt Vouchers (VC1) – All VC1 documents for August cash deposits must be final approved by **September 2** in order to be included in 2008-2009 business.



Thanks in advance for meeting these deadlines!