



DATE: March 13, 2009

TO: Deans, Directors and Department Chairs

Copy: President Michael Ortiz
Dr. Edwin Barnes
Dr. Debra Brum
Dr. Marten denBoer
Ms. Sandi Davis
Dr. Douglas Freer
Dr. Ron Fremont
Mr. Scott Warrington

A handwritten signature in black ink, appearing to read 'Darwin Labordo'.

FROM: Darwin Labordo, Associate Vice President
Finance and Administrative Services

SUBJECT: Administrative Processing Timelines for FY 2008/09

To assure an efficient fiscal year closing and a complete encumbrance of University budget funds by June 30, 2009, the following administrative processing timelines have been established. Where applicable, the administrative timelines are adjusted to provide more flexibility to the campus community.

Timelines listed below and on the attachment are applicable for FY 2008/09 and should assist you with your financial planning for the remainder of the year.

- There are no administrative timelines set for petty cash. These transactions will be charged to the year in which they are processed.
- Processing of chargebacks for postage, telephone, quick print, Bronco Bookstore and other types of internal recharges will end on May 22, 2009. Charges incurred after May 22, 2009 will be processed for FY 2009/10.
- Procurement credit card transactions through the billing cycle that ends on June 22 will be processed against 2008/09. Purchases not posted on your SAM Access screen by June 22 will be processed for FY 2009/10. Procurement cards can be used continuously even if the State Budget has not been adopted.
- All purchases against FY 2008/09 blanket orders must be made prior to July 1, 2009. All invoices for these purchases must be submitted to Accounts Payable by July 31, 2009.

Questions regarding processing timelines should be referred to individuals identified on the attachment. Your cooperation and assistance is appreciated.

**FISCAL YEAR 2008/09 ADMINISTRATIVE PROCESSING TIMELINES
FOR ALL FUNDING SOURCES**

April 3, 2009

- Last day to submit Cost Recovery Service Request for work costing in excess of \$5,000 to be completed by June 30, 2009 to Facilities Planning & Management (FP&M) Customer Service Center. This will allow sufficient lead-time for cost estimating, department decision, and formal bidding process, if applicable. **(Mark Miller, x3046)**

April 17, 2009

- Last day to submit Work Orders to Graphic Communications Services for printing services of **\$10,000 or more. (Daiken Fiore, x3298)**
- Last day to submit requisitions to Procurement and Support Services (P&SS) for acquisition of items requiring formal bidding. This will allow time to comply with formal competitive bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing. **(Lorraine Rodriguez, x3391)**

May 1, 2009

- Last day to submit Cost Recovery Service Request for work costing less than \$5,000 to be completed by June 30, 2009 to Facilities Planning & Management (FP&M) Customer Service Center. This will allow sufficient lead-time for cost estimating, department decision, and formal bidding process, if applicable. **(Mark Miller, x3046)**

May 1, 2009

- Last day to submit Work Order requests to I&IT Networks for data and voice services. **(Linda Bruner, x6339)**

May 15, 2009

- Last day to submit work order requests to Graphic Communications Services for printing services of **\$9,999 or less**. This provides sufficient time to quote and process your project prior to the fiscal year-end closing. **(Daiken Fiore, x3298)**
- Last day to submit requisitions to P&SS for acquisition of items not requiring formal bidding. This will allow time to comply with informal bidding requirements and issue contracts or purchase orders prior to the fiscal year-end closing. **(Lorraine Rodriguez, x3391)**

May 22, 2009

- Last day for processing chargebacks for postage, telephone call usage (May 2009 report), quick print and other types of internal recharges. Charges incurred after this date will be processed against FY 2009/10. **(Sheryl Adams, x2025)**
- Last day to process purchases or returns through the Bronco Bookstore. All charges made after this date will be processed against FY 2009/10. **(Margaret Adenihun, x2018)**

(over)

June 5, 2009

- Last day to submit Direct Pay requisitions (recruitments, subscriptions, memberships) to Accounts Payable. All requests made after this date will be processed against FY 2009/10. **(Helen Lee, x2014)**

June 10, 2009

- Last day to place orders through on-line Office Max ordering for 2008/09. Purchases made after this date will be paid against FY 2009/10. **(Helen Lee x2014)**
- Last day to submit travel reimbursement claims for travel **completed prior** to June 8 to Accounts Payable. **(Helen Lee, x2014 or Nancy Shroyer x2029)**
- Last day to submit Authorization to Travel document (including reasonable estimate of total cost) for travel occurring from June 11 to June 30. Requests received after this date will be paid against FY 2009/10 funds. **(Helen Lee x2014 or Nancy Shroyer x2029)**

June 12, 2009

- Last day to submit requests to transfer funds to Budget Services. **(Brigitte Epstein, x5413)**

June 19, 2009

- Last day to submit Work Study time vouchers to Financial Aid (before noon). **(David Summerfield, x3719)**

June 19, 2009

- Last day to submit Student Assistant time vouchers to Payroll Services (before noon). Departments need to project time to be paid thru June 30, 2009. **(Amanda Hill-House, x2102)**

June 22, 2009

- All credit card transactions must be posted on SAM Access. If purchase is not posted to SAM Access by this date, it will be charged to FY 2009/10. **(Becky Pepping, x6842)**