



Vice Chancellor for Business Affairs
One University Drive
P.O. Box 1510
Pembroke, NC 28372
Telephone: (910) 521-6209 FAX: (910) 521-6878

Memorandum

TO: All Departments/Financial Managers

FROM: R. Neil Hawk, Vice Chancellor for Business Affairs *RNH*

DATE: March 22, 2011

RE: **Cutoff Dates for Fiscal Year 2010-2011**

As we move forward, we anticipate continued financial constraint. This will continue to necessitate a critical review of purchase requests and adherence to sound budgetary practices. Fiscal responsibility requires we begin thinking about and planning for the FY '10-11 year end activities.

It is imperative that all Financial Managers comply with the following deadlines for any purchases of goods or services to be charged to fiscal year ending June 30, 2011. Adhering to these dates will allow UNCP to manage its annual budget and plan for any allowed carry-forward and/or additional reductions and/or reversions. Only with your cooperation can Business Affairs' departments manage the timely year-end receipt of goods and services and associated payments in an expeditious manner.

With your help, we will make the most effective budget decisions. Please ensure that all appropriate personnel in your department are aware of these important dates and guidelines. Make a hard copy of this communication and post it where it can be seen daily.

Cutoff Dates

March 31, 2011 – Approved requisitions for capital outlay items or for items requiring solicitations for quotations or bids should be in Purchasing.

May 6, 2011 - All requisitions must be approved. Use form **FPIREQS** to ensure that you have none pending.

May 13, 2011 - Purchasing must receive approved requisitions for any order that is to be charged to Fiscal Year 2010-2011 funds. Items ordered must be received and invoiced prior to June 1, 2011.

June 1, 2011 - All purchases must be received and invoiced.

June 3, 2011 - All travel reimbursement requests must be in the Travel Office.

June 10, 2011 - FINAL date for on-campus service areas (Central Stores, Printing, Bookstore, etc.) to charge current fiscal year budgets and for payments made through the Petty Cash system to be processed. After June 10, 2011 the **Check/Reimbursement Request** form must be used for necessary reimbursements.

June 10, 2011 – FINAL date to process Procurement card expenditures. Procurement card charges processed after June 10, 2011 will be charged to your Fiscal Year 2011-2012 Budgets.

June 30, 2011 - Cash “Change Fund” counts must be made by the Internal Auditor and any shortage/overage resolved in the Cashier’s Office by 10:30AM.

NOTE: Any outstanding obligations, i.e., requisitions or commitments, which have not been received and paid by the June cutoff will become obligations of the 2011/2012 budget year with no assurance that there will be any budget supplement to the FY11/12 budgets for these obligations...most likely FY11/12 budgets will be even more constrained.

The following BANNER forms may be use to review/monitor budgets and open commitments:

- **FGIBAVL, FGIBDST, FGITBSR, and/or FWIBDST** – budget availability and total outstanding commitments.
- **FGIOENC** – detail of open commitments by item number.

Grants and contracts that have closing dates other than June 30, 2011 have the following guidelines recommended:

- 90 days prior to closing date: Submit to Purchasing requests for capital outlay items or for goods for services requiring solicitations for quotations or bids.
- 45 days prior to closing date: Complete outstanding requisition issues.
- 35 days prior to closing date: Submit to Purchasing, Printing or Central Stores any requisitions.
- 21 days prior to closing date: Final date for receiving goods or services and invoices.

I’m requesting your full cooperation and compliance with each of the cut-off dates listed. Purchase or expenditure requests not in compliance with the schedules above will likely be subject to more critical review.

Should questions arise, please contact the appropriate office within Business Affairs:

Financial Planning and Budgeting (*Re budget matters*)

Email: marvin.miller@uncp.edu

Controller (*Re questions concerning actual charges or pertaining to cash*)

Email: george.guthrie@uncp.edu

Business Services (*Re questions concerning Purchases, receipt of materials, or P-card*)

Email: denise.carroll@uncp.edu