
From: Peters, Danielle
Sent: Wednesday, May 20, 2009 9:57 AM
To: Everyone
Subject: YEAR END CUT OFF DATES - check disbursements, travel expense and purchasing card

Importance: High

Cutoff for Check Disbursements

The Accounts Payable Department will cease printing checks Friday, June 19, 2009 at 2:00 PM and will resume on Wednesday, July 1, 2009 at 8:00 AM. This will allow us a few days to clear up the business of the 08/09 fiscal year and complete data collection for the financial reports required by the Chancellor's Office.

All travel expense vouchers for travel completed through the early part of June, 2009 should be submitted to Accounts Payable, as well as other payment requests, no later than Monday, June 15, 2009 at 4:00 PM to allow sufficient processing time prior to disbursement cutoff.

Travel Expenses for Fiscal Year 08/09

Please be advised it is essential that all travel expense vouchers for travel taking place prior to and including June 30, 2009 reach the Accounts Payable Office no later than the close of Business on Friday, July 10, 2009. This will allow sufficient processing time for these expenses to be recorded in Fiscal Year 08/09.

Also, please refrain from entering funds reservations for travel that will take place after June 30, 2009 until after July 1, 2009. Likewise, please avoid entering funds reservations until after July 1 for services you do not expect to receive until Fiscal Year 09/10 (beginning July 1).

Funds Reservations that are entered and encumbered in FY 08/09 will roll forward with open commitments if not liquidated by invoicing.

Purchasing Card

The cutoff for use of the Purchasing Card for Fiscal Year 08/09 is Friday, June 19, 2009. This will allow for sufficient time for processing June transactions and the recording of expenses in this Fiscal Year. You may resume use of the card again Tuesday, July 1, 2009. Transactions beginning July 1 will be recorded in the new Fiscal Year 09/10.

Please call our office with any questions. Thank you for your cooperation.

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