



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 20, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY07-87
Distributed via Campus Email

To: Faculty and Staff

From: Mary Lee Hodge
Vice President for Business Affairs

Re: Fiscal & Travel Year-End – DEADLINES

Below is the schedule for fiscal year end (August 31, 2007) purchasing/travel deadlines. It is important to review the schedule closely, assess your purchase/travel needs, and take necessary measures to ensure your requisitions/travel request are received in the appropriate Fiscal Office or Travel Office, by the applicable deadline date.

NOTE: FY 2007 FUNDS MAY NOT BE USED TO PURCHASE SERVICES OR CONSUMABLE GOODS (i.e. paper, pens, postage stamps, etc.) FOR 2008. ORDERS FOR CONSUMABLE GOODS MUST REASONABLY BE EXPECTED TO BE CONSUMED DURING THE CURRENT FISCAL YEAR.

<i><u>Fiscal Year</u></i>	<i><u>Description</u></i>	<i><u>Final Date to Submit</u></i>
2007	All travel through the end of June 30, 2007	July 25, 2007
2007	All travel through the end of July 31, 2007	August 3, 2007
2007	August 2007 travel (<i><u>submitted within 3 business days of the trip completion</u></i>)	August 31, 2007
2007	State Contract Orders	August 15, 2007
2007	Other Purchases Over \$10,000 or If delivery is required by September 1 st	July 25, 2007
2007	Other Purchases Under \$10,000	August 15, 2007
2006	Interdepartmental Orders (IDOs)	August 15, 2007
2008	Service Contract Renewals or Extensions	July 25, 2007

NOTE: FAMIS will be available for submission of FY 2008 purchases on August 1st. However, the 'DOC Year' on screen 250 and the 'FY' on screen 254 must be manually changed on each requisition. (Contact the Purchasing Office at x-1902, if you need assistance).

Important note: The following actions will be taken by the appropriate Fiscal or Travel Offices.

- The Purchasing Office will enter FY 2008 encumbrances for your current copiers. (The amounts and account numbers to be encumbered for FY 2008 is recorded on the Annual Fixed Costs Schedule, which was distributed by the Budget Office with your FY 2008 Operating Budget instructions).
- FY 2006 and prior year Purchase Orders will be cancelled. Recommended actions to be taken by your office:
 - Verify whether goods or services have been received and notify Accounts Payable.
 - Forward applicable invoices to Accounts Payable by August 1, 2007.
- FY 2007 IDO's will be liquidated by August 31, 2007. Recommended actions to be taken by your office:
 - Verify whether goods or services have been received.
 - Submit applicable invoices to General Accounting by August 24, 2007.
- Travel encumbrances for travel beginning on or before June 30, 2007 will be liquidated as of August 31, 2007. Due to shortened year-end deadlines, documents will not be accepted late. For travel vouchers not submitted within the indicated deadlines, the encumbrances will be liquidated. If a traveler is expecting reimbursement, it is his/her responsibility to see that properly completed documents and proper receipts are returned in a timely manner. The University assumes no responsibility for payment of improperly documented expenses or expenses outside the travel rule allowances.

Your cooperation is essential in the above-mentioned matters. Adherence to the deadlines is necessary to ensure a smooth transition into the next fiscal year. Thank you in advance for your cooperation. Purchasing questions may be directed to Procurement Services at x-1902, IDO questions to the Budget Office at x-1904, Travel questions to the Travel Office at x-1735 or IDO billing questions to Accounting Services at x-1901.