



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 8, 2008

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY08-59

Delivered 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, 2008) purchasing and travel deadlines. It is important to review the schedule closely, assess your purchase and travel needs, and take necessary measures to ensure your requisitions and travel requests are received in the appropriate Business Affairs Office, by the applicable deadline date.

NOTE: FY 2008 FUNDS MAY NOT BE USED TO PURCHASE SERVICES OR CONSUMABLE GOODS (i.e. paper, pens, postage stamps, etc.) FOR FY 2009. ORDERS FOR CONSUMABLE GOODS MUST REASONABLY BE EXPECTED TO BE CONSUMED DURING THE CURRENT FISCAL YEAR.

<u>Fiscal Year</u>	<u>Description</u>	<u>Final Date to Submit</u>
2008	All travel through the end of June 30, 2008	July 25, 2008
2008	All travel through the end of July 31, 2008	August 11, 2008
2008	August 2008 travel (<i>submitted within 3 business days of the trip completion</i>)	August 29, 2008
2008	State Contract Orders	August 15, 2008
2008	Other Purchases Over \$10,000 or if delivery is required by September 1 st	July 25, 2008
2008	Other Purchases Under \$10,000	August 15, 2008
2008	Interdepartmental Orders (IDOs)	August 15, 2008
2009	Service Contract Renewals or Extensions	July 15, 2008

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 Procurement Office at x-1902, if you need assistance).

Important note: The following actions will be taken by the appropriate Business Affairs Office.

- The Procurement Office will enter FY 2009 encumbrances for your current copiers and multi-year contracts. (The amounts and account numbers to be encumbered for FY 2009 is recorded on the Annual Fixed Costs Schedule, which was distributed by the Budget Office with your FY 2009 Operating Budget instructions).
- FY 2007 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, 2008.
- FY 2008 IDO's will be liquidated by August 31, 2008. Recommended actions to be taken by your office:
 - Verify whether goods or services have been received.
 - Submit applicable invoices to General Accounting by August 22, 2008.
- Travel encumbrances for travel beginning on or before June 30, 2008 will be liquidated as of August 31, 2008. 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 to 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.