



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 2, 2009

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 09-100  
Distributed via Campus Email

To: All Employees

From: Mary Lee Hodge  
Vice President of Business Affairs

Re: Purchasing and Travel Year-End-Deadlines

Below is the schedule for fiscal year end (August 31, 2009) 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 office by the applicable deadline date.

Fiscal Year	Description	Final Date to Submit
2009	All travel through the end of June 30, 2009	July 24, 2009
2009	All travel through the end of July 31, 2009	August 7, 2009
2009	August 2009 travel ( <i>submitted within 3 business days of the trip completion</i> )	August 28, 2009
2009	State Contract Orders	August 14, 2009
2009	Other Purchases over \$10,000 or delivery is required by September 1 <sup>st</sup>	July 10, 2009
2009	Other Purchases Under \$10,000	August 14, 2009
2009	Interdepartmental Orders (IDO's)	August 14, 2009
2010	Service Contracts Renewals or Extensions	July 10, 2009

**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 (i.e. late travel will not be reimbursed in the next fiscal year).** If a traveler is expecting reimbursement, it is his/her responsibility to see that properly completed documents and proper receipts are submitted to Travel Office in a timely manner. The University assumes no responsibility for payment of improperly documented expenses or expenses outside the travel rule allowances.

FY 2009 funds may not be used to purchase services or consumable goods (i.e. paper, pens, postage stamps, etc.) for use in FY2010. Orders for consumable goods must reasonable be expected to be consumed during the current fiscal year.

<b><i>Important notes</i></b>		
<b>Actions Items for FY 2010 Activity</b>	<b>Responsible Business Affairs Office</b>	<b>Actions to be taken by Department</b>
Enter FY 2010 encumbrances for your current copiers and multi-year contracts. (The amounts and account numbers to be encumbered for FY 2010 is recorded on the Annual Fixed Costs Schedule which was distributed by the Budget Office with your FY2010 Operating Budget instructions).	Procurement Office	None
The FY 2008 and prior year Purchase Orders will be cancelled	Purchasing Office	<ul style="list-style-type: none"> <li>○ Verify Purchase Orders and determine whether goods or services have been received and notify Accounts Payable.</li> <li>○ Forward applicable invoices to Accounts Payable by August 1, 2009</li> </ul>
FY 2009 IDO's will be liquidated by August 31, 2009.	Budget Office	<ul style="list-style-type: none"> <li>○ Verify Interdepartmental Orders (IDO) and determine whether goods or services have been received.</li> <li>○ Submit applicable invoices to General Accounting by August 22, 2009.</li> </ul>
Travel encumbrances for travel beginning on or before June 30, 2009 will be liquidated as of August 31, 2009.	Travel Office	None
FAMIS will be available for submission of FY 2010 purchases on August 1 <sup>st</sup> .	Procurement Office	Document (DOC) Year' on screen 250 and the 'FY' on screen 254 must be manually changed on each requisition.

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. Please see contact information below:

Purchasing questions may be directed to the Procurement Office	261-1902
IDO questions ( <i>other than billing</i> ) may be directed to the Budget Office	261-1904
Travel questions may be directed to the Travel Office	261-1735
IDO billing questions may be directed to Accounting Services	261-1901

xc: Dr. George C. Wright  
 Ms. Marilyn Maynard  
 Mr. Rod Mireles  
 Ms. Betty Ricks

MLH: pgs