



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

June 15, 2010

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY 10-87

Distributed via Campus Email

To: All Employees

From: Mary Lee Hodge
Senior Vice President of Business Affairs

Re: Purchasing and Travel Year-End-Deadlines

Below is the schedule for fiscal year end (August 31, 2010) 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
2010	All travel through the end of June 30, 2010	July 23, 2010
2010	All travel through the end of July 31, 2010	August 6, 2010
2010	August 2010 travel (<i>submitted within 3 business days of the trip completion</i>)	August 27, 2010
2010	State Contract Orders	August 13, 2010
2010	Other Purchases over \$10,000 or delivery is required by September 1 st	July 9, 2010
2010	Other Purchases Under \$10,000	August 13, 2010
2010	Interdepartmental Orders (IDO's)	August 13, 2010
2011	Service Contracts Renewal or Extensions	July 1, 2010

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 2010 funds may not be used to purchase services or consumable goods (i.e. paper, pens, postage stamps, etc.) for use in FY2011. Orders for consumable goods must reasonably be expected to be consumed during the current fiscal year.

<i>Important notes</i>		
Actions Items for FY 2011 Activity	Responsible Business Affairs Office	Actions to be taken by Department
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 2009 and prior year Purchase Orders will be cancelled	Purchasing Office	<ul style="list-style-type: none"> o Verify Purchase Orders and determine whether goods or services have been received and notify Accounts Payable. o Forward applicable invoices to Accounts Payable by August 2, 2010
FY 2010 IDO's will be liquidated by August 31, 2010.	Budget Office	<ul style="list-style-type: none"> o Verify Interdepartmental Orders (IDO) and determine whether goods or services have been received. o Submit applicable invoices to Financial Accounting by August 20, 2010.
Travel encumbrances for travel beginning on or before June 30, 2010 will be liquidated as of August 31, 2010.	Travel Office	None
FAMIS will be available for submission of FY 2011 purchases on August 1, 2010.	Procurement Office	Document (DOC) Year' on screen 250 and the 'FY' on screen 254 must be manually changed on each requisition or E-Doc.

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
IDO billing questions may be directed to Financial Accounting	261-1901
Travel questions may be directed to the Travel Office	261-1735
Invoice questions may be directed to Accounts Payable	261-1902

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

MLH/pgs