



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

July 12, 2006

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No. FY06-36

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, 2006) purchasing deadlines. It is important to review the schedule closely, assess your purchase needs, and take necessary measures to ensure your requisitions are received in the appropriate Fiscal Office or Travel Office, by the applicable deadline date.

NOTE: FY 2006 FUNDS MAY NOT BE USED TO PURCHASE SERVICES OR CONSUMABLE GOODS (i.e. paper, pens, postage stamps, etc.) FOR 2007. ORDERS FOR CONSUMABLE GOODS MUST REASONABLY BE EXPECTED TO BE CONSUMED DURING THE CURRENT FISCAL YEAR.

<u><i>Fiscal Year</i></u>	<u><i>Description</i></u>	<u><i>Final Date to Submit</i></u>
2006	Travel Vouchers	August 11, 2006
2006	State Contract Orders	August 13, 2006
2006	Other Purchases Over \$10,000 or If delivery is required by September 1 st	July 15, 2006
2006	Other Purchases Under \$10,000	August 15, 2006
2006	Interdepartmental Orders (IDOs)	August 15, 2006
2007	Service Contract Renewals or Extensions	July 15, 2006

NOTE: FAMIS will be available for submission of FY 2007 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-2323, 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 2007 encumbrances for your current copiers. (The amounts and account numbers to be encumbered for FY 2007 is recorded on the Annual Fixed Costs Schedule, which was distributed by the Budget Office with your FY 2007 Operating Budget Instructions).
- FY 2005 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, 2006.



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- FY 2006 IDOs will be liquidated by August 31, 2006. Recommended actions to be taken by your office:
 - Verify whether goods or services have been received.
 - Submit applicable invoices to General Accounting by August 21, 2006.

- Travel encumbrances for travel beginning on or before June 30, 2006 will be liquidated as of August 31, 2006. Travel encumbrances for travel after June 30, 2006 will be carried forward into FY 2007.

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-2323, IDO questions to the Budget Office at x-2121, Travel questions to the Travel Office at x-4851 or IDO billing questions to Accounting Services at x-2913.