Fiscal Year 2013-2014 Deadlines  April 29, 2014

TO:  Budget Unit and Department Heads/& All Employees  
FROM: Dr. Bill Graves, Chief Business Officer  

The following procedures are required to assure a smooth close for Fiscal Year (FY) 2013-2014. Unless otherwise noted, all dates apply to all funds (General Fund, Auxiliary Funds, Student Fee Accounts, Restricted Accounts, and Grants & Contracts) for all purchases and/or services needed by June 30, 2014. Any purchases and/or services for next fiscal year (July 1, 2014 – June 30, 2015) must be dated July 1, 2014 or later.

FRIDAY, May 2:

**General Fund**

Purchase Requisitions for goods/services with an expected cost greater than $25,000 should be approved in Banner.

**Grants and Contracts with Project Dates Ending June 30, 2014 Only**

Purchase Requisitions for goods/services with an expected cost greater than $25,000 require a minimum 21 day advertising period should be approved in Banner.

FRIDAY, May 16:

Purchase Requisitions for goods/services with an expected cost between $5,000 and $25,000 should be approved in Banner.

FRIDAY, May 23:

Budget transfers with all appropriate signatures for FY 2013-2014 due in the Budget Office.

FRIDAY, May 30:

Purchase Requisitions for goods/services with an expected cost between $1,000 and $5,000 should be approved in Banner.

FRIDAY, June 6:

Last day to use ULM Purchasing Cards. All use must be delayed until July 1, 2014 or later. All ULM Purchasing Cards will be suspended during this time (June 7, 2014 thru June 30, 2014).

FRIDAY, June 13:

Check Requests and Purchase Requisitions NOT REQUIRING bids (on state contract OR under $1,000 including Petty Cash) to be charged to FY 13-14 due in the Purchasing Department with all required signatures.

Deadline to purchase using Interdepartmentals at the Bookstore, Copy Center and Physical Plant work orders.

MONDAY, June 16:

**ALL Interdepartmentals** for FY 2013-2014 due in the Controller’s Office.

All CPR’s and Receiving reports (signed & dated) for goods & services charged to FY 13-14 are due in the Controller’s Office in order to be processed for the final check run on June 27, 2014.

THURSDAY, July 3:

Final date for **ALL** travel expense reports for FY 2013-2014 due in the Controller’s Office.

Any exceptions must be approved by the appropriate Vice President, Chief Business Officer or President.