

Fiscal Year 2016-2017 Deadlines May 1, 2017

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) 2016-2017. Unless otherwise noted, **all dates apply to all funds (General Fund, Auxiliary Fund, Student Fee Accounts, Restricted Accounts, and Grants & Contracts)** for all purchases and/or services needed by June 30, 2017. Any purchases and/or services for next fiscal year (July 1, 2017 – June 30, 2018) must be dated July 1, 2017 or later.

FRIDAY, May 12:

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, 2017 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 19:

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

FRIDAY, May 26:

Budget transfers with all appropriate signatures for FY 2016-2017 due in the Budget Office.

FRIDAY, May 26:

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

FRIDAY, June 2:

Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 3, 2017 or later. All ULM Purchasing Cards will be suspended during this time (June 3, 2017 thru July 2, 2017). CBA Accounts and Purchasing Cards used for travel will still be active during this time. However, all statements and supporting documentation must be received in the Controller's Office no later than July 15, 2017 in order to allow for a timely fiscal year-end close.

FRIDAY, June 16:

Check Requests **NOT REQUIRING** bids (**on state contract OR under \$1,000 including Petty Cash**) to be charged to FY 16-17 are due in the Purchasing Department with all required signatures.

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

FRIDAY, June 23:

ALL Interdepartmentals for FY 2016-2017 due in the Controller's Office.

All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 16-17 are due in the Controller's Office in order to be processed for the final check run on June 30, 2017.

FRIDAY, June 30:

Final date for **ALL** travel expense reports for FY 2016-2017 due in the Controller's Office.

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