2010-11 Fiscal Year End Deadlines/Information

In order to make the yearly closeout process as smooth and painless as possible for everyone concerned, please be sure that everyone in your department is aware of these important deadlines (see following chart).

**PURCHASING**

**Requisitions for FY 2010-11 General Fund & Grants expiring 06/30/2011**

- **4/15/11**
  Over $15,000: All requisitions requiring the bid process must be received no later than 4:30PM on 4/15/2011. This includes state contracts, sole source, software, maintenance of information technology equipment, repairs to equipment, repair parts from LA authorized dealers, scientific and lab supplies for research not to exceed $25,000 per transaction.

- **5/11/11**
  All purchase requisitions not requiring the bid process ($1k - $15k) must be received no later than 4:30PM on 05/11/2011.

- **6/3/11**
  All orders to vendors against blanket purchase orders must be placed prior to 4:30PM on 06/03/2011.

- **6/3/11**
  All verbal purchase order requests must be submitted prior to 4:30PM on 06/03/2011. All end users are encouraged to plan ahead for the month of June.

**Requisitions for FY 2011-12**

- **FY11-12 purchase requisitions can be entered into PeopleSoft anytime and sent to Purchasing as early as possible and no later than June 3. Please do not approve or budget check any requisitions that start on 7/1/11 or later.** If your department has not been trained or needs assistance, please email Kerry Hutchinson or Latoiya Gafeney

**Match Exceptions/Receipts**

- All receipt match exceptions MUST BE cleared by COB 7/5/2011. Any receipts processed after 6/30/2011 for FY 10-11 must be back-dated 6/30/2011. For questions related to match exceptions/receiving, please e-mail khutchin@uno.edu OR lgafeney@uno.edu.

**Purchasing Contacts**

- Urgent Issues: Mary Hoge mhoge@uno.edu
- Debbie Bridges: dkbridge@uno.edu
- Requisition, Receipts, Encumbrance: Kerry Hutchinson khutchin@uno.edu
ACCOUNTS PAYABLE

The following deadlines apply to all fund types (general, grant, & projects). Regardless of fund type, if goods/services are delivered/rendered by 6/30/11, the invoice must be sent to Accounts Payable in order for it to be paid out of FY 2010-11 funds. If the invoice is not submitted to Accounts Payable by 7/1/2011, the items/services will be paid out of 2011-12 funds unless Accounts Payable is otherwise notified of the amount that needs to be encumbered in 10-11.

Vendor Invoices
- All invoices for 2010-11 for goods and services received by 6/30/11 need to be submitted to Accounts Payable NO LATER than 7/1/2011.

- For any subcontract costs where an invoice has not been received, please inform Accounts Payable of the estimated expense incurred through June 30, 2011, so that it gets charged in the appropriate fiscal year. Please let us know by July 1, 2011.

Travel/Reimbursements (Check Requests)/Contractual Services
- Reimbursement or payments directly to a vendor via a check request or contractual agreement are not allowed on items which should have been purchased through the purchase order process. If you miss the PO deadlines, these items WILL NOT be accepted on check request.

- Travel advances are not charged to department budgets until properly supported travel expense vouchers are posted by the AP department.

Accounts Payable Contacts

<table>
<thead>
<tr>
<th></th>
<th>Dana Bird</th>
<th><a href="mailto:dbird@uno.edu">dbird@uno.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Urgent Issues</td>
<td>Dana Bird</td>
<td><a href="mailto:dbird@uno.edu">dbird@uno.edu</a></td>
</tr>
<tr>
<td>Invoicing Issues</td>
<td>Alicia Hord</td>
<td><a href="mailto:alambert@uno.edu">alambert@uno.edu</a></td>
</tr>
<tr>
<td>Backup Invoice Issues</td>
<td>Philip Coco</td>
<td><a href="mailto:pcoco@uno.edu">pcoco@uno.edu</a></td>
</tr>
<tr>
<td>Travel/Advances</td>
<td>Lanetta Smith</td>
<td><a href="mailto:lsmith5@uno.edu">lsmith5@uno.edu</a></td>
</tr>
<tr>
<td>Check Requests, Honorariums, Contractual Services</td>
<td>Trenchal Bowman</td>
<td><a href="mailto:tbowman@uno.edu">tbowman@uno.edu</a></td>
</tr>
<tr>
<td>Check Information</td>
<td>Dana Bird</td>
<td><a href="mailto:dbird@uno.edu">dbird@uno.edu</a></td>
</tr>
</tbody>
</table>

Main Line - General Questions/Payment Inquiry  | 504-280-3162  | acctspay@uno.edu |