



TO: MSCD Community
FROM: Liza Larsen, Director of Accounting Services
DATE: February 29, 2008
SUBJECT: Document Deadlines for Processing by Fiscal Year End 2008

It is time once again to plan for our year-end closing. Attached is a list of final cut-off dates for processing documents for fiscal year 2007-2008. Please take special note of the closing dates on the schedule and plan ahead. All items received or services rendered after the published deadlines will be charged to your new year budget.

The AHEC deadline dates were taken from the February 12, 2008 memo, which was sent by AHEC to all departments, and are presented in this memo for your information only.

All purchase orders will expire on 6-30-08, unless a request to carry them forward has been approved by the Director of Accounting Services. Grants are not excluded, even if the grant extends into the new fiscal year. Each department will need to consider when their merchandise will be delivered and paid for when creating purchase orders. If merchandise is to be received after 6-30-08, the purchase order should be in the 08-09 fiscal year. Please call our office and speak to one of the accounting managers or me if you find that you have a problem meeting the attached deadlines for a major expenditure item. We will make every attempt to help you resolve the problem, but we would like you to know that we have a very short timeframe to complete the close and would appreciate every effort on your part to stay on schedule.

Thank you very much for your support during the year, and especially during the year-end process. Remember to call us; we are glad to help. A detailed list of phone numbers follows:



PHONE NUMBERS FOR ACCOUNTING SERVICES:

| Name | Ext. | Service |
|-------------------|--------|---|
| Main Number | 6-3030 | |
| Fax Number | 6-5023 | |
| Aruna Paritala | 6-5004 | Bank & Check Status |
| Beth Christensen | 6-3030 | Contracts, Leases, Remodeling |
| Charlotte Stone | 6-5007 | Grants and Loan Funds |
| Gus Phelps | 6-5021 | A/P, Reports, Pro Card, Banner Finance Issues & Security Access |
| Hanh Tran | 6-5001 | Phone bills, Banner Security |
| Inkeo Khatiyavong | 6-5160 | General Fund Transfers, Reports, Banner Finance Training, Signatory Authorization |
| Liza Larsen | 6-4843 | Director of Accounting Services |
| Quynhhoa Nguyen | 6-5002 | Auxiliary and Agency Transfers, Inventory, & Fixed Assets |

PHONE NUMBERS FOR CASHIER'S OFFICE:

| Name | Ext. | Service |
|----------------------|--------|-----------------------|
| Christina Nguyen | 6-4745 | Cashiering Supervisor |
| Julie Vanvelkinburgh | 6-4745 | Departmental Deposits |

PHONE NUMBERS FOR PAYROLL:

| Name | Ext. | Service |
|---------------|--------|------------------|
| Chuc Hua | 6-5032 | Payroll Services |
| Kathy Riggs | 6-5033 | Payroll Manager |
| Teresa Morris | 6-3017 | Payroll Services |

PHONE NUMBERS FOR ACCOUNTS PAYABLE:

| Name | Ext. | Service |
|--------------|--------|--|
| Main Number | 6-3030 | |
| Fax Number | 6-5010 | |
| Elaine Becks | 6-5022 | A/P Supervisor-Travel, Travel Card, Advances, Registrations |
| Helen Nguyen | 6-5068 | T – Z, Faison, Final Travel Reimbursement |
| Judy Bok | 6-5019 | A - C, Verizon, |
| Rick Walker | 6-3062 | M – S, IKON Biscuit & Berries, No Ka Oi, Grant Stipends |
| Susy Reitz | 6-5020 | D – L |
| Sean McCoy | 6-5191 | AHEC (Fac Man Repro, bookstore, Conf Svcs, Media Center, Tivoli, Sodexho, PO's, SPO's, |



| DEADLINE | DEPARTMENT | DESCRIPTION OF ACTIVITY OR FUNCTION |
|-----------------|------------|---|
| 03-03-08 | AHEC | Begin submitting orders for services valued over \$25,000 requiring competition and Contracts (services over \$100,000) for FY09 . |
| 04-01-08 | DEPT | Inventory letter from Accounting Services will be sent via e-mail to campus. |
| 04-04-08 | AHEC | Deadline for submitting orders containing like items (goods) or from a single vendor valued at \$10,000 or more, requiring competitive bidding, for FY08 (June 30, 2008) delivery. This is also the deadline for any orders for items requiring extensive lead times to supply. |
| 04-14-08 | AHEC | Begin submitting orders that would require a bid for goods valued over \$10,000 for FY09 . |
| 04-14-08 | AHEC | Deadline for submitting orders for goods between \$5,000 - \$10,000 as well as services under \$25,000 for FY08 to be delivered prior to June 30, 2008 and panel systems (any dollar amount) from CO Correctional Industries. |
| 04-18-08 | DEPT | <u>This is the date to clean up all outstanding items from 07-01-07 through 03-31-08.</u> All requests for changes, corrections and/or transfers of revenues, expenses or encumbrances must be submitted to Accounting Services with proper documentation and authorized signatures. |
| 05-02-08 | AHEC | Submit blanket maintenance and lease agreement renewals less than \$25,000 and all open orders less than \$10,000 for FY09 to be effective 07-01-08. |
| 05-02-08 | AHEC | Submit all COPIER requirements for FY09 (renewals, upgrades/ changes and cancellations) – be sure to include previous PO#, machine serial # and machine location. |
| 05-06-08 | DEPT | All AHEC remodeling work orders to be charged to the old year (FY 07-08) need to be verified by Beth Christensen in Accounting Services for follow up on work status. <u>Any work orders submitted to AHEC after this date will be charged to the new year (08-09).</u> |
| 05-16-08 | DEPT | Inventory information due to Accounting Services from departments. |
| 05-16-08 | ACC | April Banner Finance closed - departments can run April reports. |



| DEADLINE | DEPARTMENT | DESCRIPTION OF ACTIVITY OR FUNCTION |
|-----------------|-------------------|--|
| 05-16-08 | AHEC | Deadline for submitting standard seating and office furniture from Colorado Correctional Industries over \$5,000 (panel systems see above) for FY08 to be delivered prior to June 30, 2008. |
| 05-23-08 | DEPT | This is the date to clean up all outstanding items from 04-01-08 through 04-30-08. All requests for changes, corrections and/or transfers of revenues, expenses or encumbrances must be submitted to Accounting Services with proper documentation and authorized signatures. |
| 06-02-08 | DEPT | Departments must check signatory authorization on Accounting Services webpage (http://www.mscd.edu/facstaff/controller/) and provide Inkeo with any updates |
| 06-02-08 | DEPT | Petty Cash must be counted and a check request processed to replenish cash for all outstanding items. |
| 06-06-08 | DEPT | Last day to order items requiring an SPO. All orders after this date will be processed in the new year (FY08-09). |
| 06-06-08 | DEPT/BUS SVC | Last day for June 2008 encumbrance adjustments for vendor purchase orders. |
| 06-13-08 | ACC | May Banner Finance closed - departments can run May reports. |
| 06-13-08 | DEPT | <u>Any charges made after 6-13-07 will be charged to the new year (FY08-09) budget. All requests for payment received in A/P after 6-13-08 will be charged to new year (FY08-09) budget.</u> All items to be paid for 06-01-08 through 06-13-08 must be turned in to Accounts Payable. (official functions, check requests, etc.) |
| 06-20-08 | DEPT | <u>This is the date to clean up all outstanding items from 05-01-08 through 05-30-08.</u> All requests for changes, corrections and/or transfers of revenues, expenses or encumbrances must be submitted to Accounting Services with proper documentation and authorized signatures. |
| 06-20-08 | DEPT | All completed travel through 06-15-08, where the traveler received a travel advance, must be finalized. All travel received after this date will be charged to the new fiscal year (FY08-09). |
| 06-27-08 | ACC | Accounting will close the A/P system for the month of June. |



| DEADLINE | DEPARTMENT | DESCRIPTION OF ACTIVITY OR FUNCTION |
|-----------------|-------------------|---|
| 06-27-08 | DEPT | Last day for departmental deposits to Cashier's – NOON deadline. Deposits on June 27 will be reflected in final reports. |
| 06-30-08 | DEPT | Petty cash will be audited by Accounting Services on or before June 30, 2008. |
| 07-03-08 | PR | All payroll transactions for FY 07/08 will be finalized and fed to Banner Finance. This closes Payroll for FY 07/08. |
| 07-11-08 | ACC | Accounting will send an e-mail for departments to run June preliminary reports (activity through June 28.) This will include all check requests and bills received by A/P through 06-15-08, all Payroll charges, and department requests for corrections and transfers for the month of May, received by 6/15/08. |
| 07-14-08 | PR | Payroll adjustments for Financial Aid are fed to Finance. |
| 07-14-08 | ACC | Department should review the June preliminary reports for any needed adjustments. All requests for corrections must be material (over \$10,000) and be received by noon on 07-16-08. |
| 07-16-08 | DEPT | Deadline for all requests for adjustments. Corrections must meet criteria above and be received by noon in Accounting. <u>No more changes after this date!</u> |
| 08-01-08 | ACC | Run June final reports. |