

FISCAL YEAR-END PROCEDURES

REIMBURSEMENT AND PAYMENT REQUESTS

- All “Reimbursement and Payment Request” forms to be paid against your FY17 budget need to be submitted to the Controller’s Office by **Friday, July 13th**. Requests received after this date will be reviewed for materiality as to whether an accrual will be made to charge it to FY18, or if it will be paid against your FY19 budget.
- Expenses submitted prior to June 30th, but are for travel or events that occur during FY19 will be accrued and paid against your FY19 budget. Just because your budget has additional funds at the end of the fiscal year, doesn’t mean that the expenses will be charged against your FY18 budget. For instance, if a plane reservation is made on June 15th for travel in July, or later, that expense will reflect in FY19.
- **Please note that all goods and services must be received by June 30th**. The Controller’s Office will review all orders for service date and time of delivery to ensure purchases will be received by June 30th. Any deliveries received after June 30th will need to be processed against your FY19 budget.

Questions can be directed to Lori Watson at duax@up.edu or X7393.

PURCHASING CARDS

- Most June pcard purchases will be charged to your FY18 budget, except those purchases that fall in one of the above outlined scenarios. In order for transactions to be charged to FY18 it is necessary for the transactions to be **submitted by the vendor to the bank by June 30th**. Vendors usually take a minimum of two business days to submit the transactions. Some vendors submit transactions on a weekly basis only. Please keep this in mind when using your PCard at the end of the fiscal year. Backordered items or transactions not received by the bank by June 30 may be charged to FY19 budgets.
- Purchases for expenses to be charged to FY19 should be clearly identified as such in the description in Wells Fargo when reconciling your PCard. An example of a description should read “For travel to San Francisco July 2018 – FY19”.
- If there are purchases on your July 2018 PCard that should be charged to FY18 please contact Lori Watson in the Controller’s Office with a listing of those purchases. The transactions will be reviewed for accuracy and charged to the appropriate fiscal year. Notification of such charges needs to be received in writing by the Controller’s Office no later than **Friday, July 20th**. Any submissions received after this date will go against your FY19 budget.
Please note: Making a notation in the Wells Fargo description is not sufficient notification to the Controller’s Office. An email or written request is required.

Questions can be directed to Theresa Knott at knott@up.edu or X8712.