

THE UNIVERSITY OF OKLAHOMA

OFFICE OF THE CONTROLLER BUDGET OFFICE PURCHASING OFFICE OFFICE OF HUMAN RESOURCES

MEMORANDUM

February 5, 2018

TO: A & B Distribution

FROM: Nicole McPhetridge
Associate Director, Budget and Financial Planning

Terri Pinkston
Assistant Vice President, Controller and Director of Administrative Affairs

Jan Duke
Associate Director, Purchasing

SUBJECT: Fiscal Year-End Deadlines

The following FY 2018 year-end deadlines and/or due dates, which are discussed more fully in the attached document (University of Oklahoma Fiscal Year 2018 Year-End Deadlines), are provided to assist departments in ensuring that expenditures are charged to the proper fiscal year.

PURCHASING (325-2811)

March 1, 2018	Requisitions (marked FY18) for purchases more than \$1,000,000 to be charged against FY 2018 budgets and must be approved by the Board of Regents
April 16, 2018	Requisitions (marked FY18) for purchases more than \$50,000 to be charged against FY 2018 budgets
April 16, 2018	Annual leases, contracts, or purchase order agreements for the period beginning July 1, 2018 (to be charged against FY 2019 budgets)
April 23, 2018	Requisitions (marked FY18) for purchases that should be processed by the Purchasing Department between \$5,000 and \$50,000 and must be charged against FY 2018 budgets

The correct fiscal year should be clearly indicated in the justification comments of the requisition.

Year-end Deadlines

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PAYROLL AND EMPLOYEE SERVICES (PES) (325-2961)

June 4, 2018	Personnel Actions Forms for <u>monthly personnel</u> to be charged to final FY 2018 monthly payroll
June 4, 2018	Special payment requests to be charged against FY 2018 budgets on monthly paid employees
June 11, 2018	Personnel Actions Forms for <u>hourly personnel</u> to be charged to final FY 2018 hourly payroll (Includes time through Friday, June 8, 2018)
June 11, 2018	Special payment requests to be charged against FY 2018 budgets on hourly paid employees
June 15, 2018	Final payroll warrant cancellations

BUDGET OFFICE (325-5511)

May 14, 2018	Budget revisions supported by OU Foundation funds should be approved by Foundation and submitted to the Provost's Office.
May 23, 2018	Budget revisions to be reflected on May statements
June 11, 2018	Electronic budget revisions that are not supported by the OU Foundation must be entered by 4:00 pm to be reflected in the final June statements. Manual budget revisions must be in the Budget Office by 9:00 am.
June 18, 2018	EDR's for both FY18 and FY19 (permanent) need to be fully approved. This includes all changes that need to be made for the hourly payrolls running on June 9, 2018 through June 22, 2018 and June 23, 2018 through July 6, 2018.

FINANCIAL SERVICES (FS) (325-3021)

May 31, 2018	Fleet Services FY 2018 billing cut-off
May 31, 2018	Postage FY 2018 billing cut-off
May 31, 2018	Utilities FY 2018 billing cut-off
June 14, 2018	Requests for new CrimsonCorner suppliers
June 15, 2018	Facilities Management FY 2018 billing cut-off
June 15, 2018	IT/Telecommunications FY 2018 billing cut-off
June 15, 2018	Pcard billing cycle to be charged against FY 2018 budgets. This includes suppliers in CrimsonCorner that are automatically paid by Pcard. These suppliers are B & H Photo Video, Dell Mkt L P, Life Tech Corp, Staples Advantage and VWR Intl LLC.
June 15, 2018	Printing Services FY 2018 billing cut-off
June 20, 2018	CrimsonCorner invoices to be charged against FY 2018 budgets, 3 PM
June 20, 2018	Travel claim reimbursements to be charged against FY 2018 budgets, 5 PM
June 21, 2018	Non-payroll checks or warrant cancellations to be credited against FY 2018 budgets
June 22, 2018	OU Bookstore FY 2018 billing cut-off
June 25, 2018	Transfers to be charged against FY 2018 budgets
June 30, 2018	Payroll expense transfers to be reflected against FY 2018 budgets by noon

Should you have any questions regarding the year-end deadlines, please contact the office indicated.

UNIVERSITY OF OKLAHOMA FISCAL YEAR 2018 YEAR-END DEADLINES

The following year-end deadlines and due dates are required to avoid the charging of FY 2018 departmental activities against your Educational and General (E & G) budgets for the new fiscal year beginning July 1, 2018.

Please call the indicated office if you have any questions related to these year-end deadlines and/or due dates. Please circulate this notice to all appropriate personnel in your area.

PURCHASING 2750 Venture Drive Purchases from Outside Vendors Call 325-2811

Although there is the need to establish due dates to guarantee processing of FY 2018 funded purchases, we recognize that emergencies and unplanned requirements will occur. In addition, we must also provide responsive support for summer research programs. We will make every effort to handle all emergencies, unplanned requirements, and special research projects during this year-end period. Please do not hesitate to contact the Purchasing Department if something of this nature occurs during this period. Our goal is to process all FY 2018 purchases by the end of the fiscal year. We will make every effort to accomplish this goal if your requisitions are in our office by the dates indicated.

Requisitions (marked FY18) for purchases more than \$1,000,000 that are to be charged against FY 2018 budgets, and which must be approved by the Board of Regents, must be received in the Purchasing Office by March 1, 2018.

Requisitions (marked FY18) for purchases more than \$50,000 to be charged to FY 2018 budgets, other than those requiring Regents approval as noted above, must be received in the Purchasing Office by April 16, 2018.

Requisitions (marked FY19) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2018 (to be charged against FY 2018 budgets) and that require competitive bidding, must be received in the Purchasing Office by April 16, 2018, and must clearly indicate that this will be a charge to FY2019 budget. **Note: For more information and detailed instructions for correct entry of CrimsonCorner requisitions, please reference the Purchasing and CrimsonCorner websites.**

Requisitions (marked FY18) for purchases of \$50,000 or less to be charged to FY 2018 budgets must be received in the Purchasing Office by April 23, 2018.

Requisitions (marked FY19) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2018 (to be charged against FY2019 budgets) that are renewals (not requiring competitive bidding), **must be entered by the department as CrimsonCorner requisitions when directed.**

Fiscal Year 2018 Year-end Deadlines

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PAYROLL AND EMPLOYEE SERVICES (PES)

NEL, Room 244

Call 325-2961

Personnel Action Forms for the monthly payroll must be received in the PES by June 4, 2018, to be processed on the final FY 2018 payroll. Hourly Personnel Action Forms must be received by June 11, 2018, for FY 2018 processing.

Special payment requests for monthly paid employees reaching the PES by June 4, 2018, will be charged to the FY 2018 wage and salary budgets. Special payment requests for hourly paid employees reaching PES by June 11, 2018, will be charged to the FY 2018 wage and salary budgets. For June only, it is permissible to include requests for payments for work not yet performed, but expected to be performed by June 30, 2018. If work is subsequently not performed, the department must notify PES by June 15, 2018.

Payroll warrants to be canceled must be received in PES by June 15, 2018.

BUDGET OFFICE

Evans Hall, Room 207

325-5511

Sponsors should submit budget revisions only if any of the following situations exist: 1) the overall account balance is in a deficit; 2) a deficit is projected in salary and wage account codes 600005-faculty teaching, 620005-renewable term faculty, 630005-faculty other, 650005-monthly staff, or 700005-hourly staff; or 3) summer position account codes 601005, 601105, 631005, 631105 project a deficit. ***Fringe benefits may be charged against deficits in these account codes.***

We encourage you to clear the May 31, 2018 reports of deficits. The following dates in May and June have been set for processing year-end budget revisions: 1) revisions should be approved or submitted to the Budget Office by May 23, 2018 to be reflected in the May statements; and 2) all final funding corrections to clear department deficits caused primarily by June payroll expenditures and other June financial activities are due in the Budget Office by 4:00 pm, June 11, 2018 (manual revisions by 9:00 am).

To assure correct OU Foundation reimbursement, sponsors are asked to review any OU Foundation support committed during the FY 2018 operating budget process, as well as any support committed by budget revisions submitted during the year. The funding commitment should be compared to actual year-to-date expenditures or to estimated year-end expenditures. If the expenditures do not agree with the OU Foundation funding, then a budget revision to increase or decrease the OU Foundation amount should be submitted to the Provost's Office by May 14, 2018.

Fiscal Year 2018 Year-end Deadlines

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BUDGET OFFICE (continued)

Please contact the Budget Office or the Provost's Office for assistance in reconciling OU Foundation reimbursements, or if you have any questions concerning other self-generated funding reconciliations.

FINANCIAL SERVICES (FS)

Evans Hall, Room 303

325-3021

As a rule, purchases of supplies or services from the following service units through the close of business on the dates noted below will be charged to the FY 2018 budget:

Fleet Services	May 31, 2018
Postage	May 31, 2018
Utilities	May 31, 2018
Facilities Management	June 15, 2018
IT/Telecommunications	June 15, 2018
Pcard Billing	June 15, 2018
Printing Services	June 15, 2018
OU Bookstore	June 22, 2018

You may run your statements at any time during the month of June to monitor the activity and create necessary adjustments.

Travel reimbursements to be charged to the FY 2018 budgets should be submitted in Concur as early as practical. FS will make every effort possible to ensure that travel reimbursements fully approved in Concur 5:00pm on June 20, 2018, are paid against the FY 2018 budget. FS will consider emergency requests for FY 2018 travel reimbursements through June 22, 2018, as workload permits.

CrimsonCorner payments:

- Requests for new suppliers made through <http://crimsoncorner.ou.edu> and submitted by 5:00 pm on June 14, 2018 will be ready for use in CrimsonCorner by 8:00 am on June 17, 2018. Please note that any request submitted without complete information or that requires additional information, may not be ready for use by the June 20, 2018 deadline for Payment Request Forms submissions.
- FS will make every effort to ensure that paper invoices to be processed against existing CrimsonCorner orders delivered to FS by 3:00 pm on June 20, 2018, are paid against the FY 2018 budget. As always, paper invoices should be sent to FS as early as practical. FS will consider emergency requests for FY 2018 CrimsonCorner invoices through June 22, 2018, as workload permits.

Fiscal Year 2018 Year-end Deadlines

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FINANCIAL SERVICES (continued)

- Requisitions for CrimsonCorner Payment Forms (payment request, food & beverage payment request, independent contractor payment request, licenses/certification payment requests, membership payment request, phone/data/internet payment request, royalty payment request, and subscription payment request) to be paid against FY 2018 budgets should be submitted as early as practical. Payment forms should be fully approved in CrimsonCorner no later than 3:00 pm on June 20, 2018, to be considered for payment in FY 2018. Please be aware that payment forms submitted to FS without complete information may not be paid in FY 2018, even if they are submitted prior to that deadline. FS will consider emergency requests for FY 2018 CrimsonCorner invoices through June 22, 2018, as workload permits.

Payroll expense transfers to be reflected against the FY 2018 budget must be entered HRMS by June 30, 2018 by noon.

Transfer forms to be reflected against the FY 2018 budget must be received in FS by June 25, 2018. In addition, FS will consider emergency requests for FY2018 transfers through June 28, 2018, as workload permits.

Non-payroll checks or warrant cancellation requests to be reflected against the FY 2018 budget must be received in FS by June 21, 2018.

Printing Services

All Printing Services jobs delivered by and all Copy Center jobs picked up by June 15, 2018, will be billed to the FY 2018 budgets. For anything else that needs to be billed to the FY 2018 budgets, please contact Deborah Reddell at 325-4176 by June 20, 2018.

Pcard

Pcard transactions generated from May 17, 2018 through June 15, 2018 will be billed on June 21, 2018 and will be charged against FY 2018 budgets. Any Pcard charges posted on or after June 16, 2018 will be charged against FY 2019 budgets. This includes suppliers in CrimsonCorner that are automatically paid by Pcard. These suppliers are B & H Photo Video, Dell Mkt L P, Life Tech Corp, Staples Advantage and VWR Intl LLC. If there are any questions, please contact Allen Ricketson at 325-2553.

OU Foundation Reimbursements

All departments that have processed or expect to process budget revisions to be supported by OU Foundation funds should have them approved by Guy L. Patton and submitted to the Provost's Office by May 7, 2018. If there are any questions, please contact Brenda Fuson at 325-6517 or Beth Korhonen at 325-4088.