

THE UNIVERSITY OF OKLAHOMA

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

MEMORANDUM

February 27, 2009

TO: A & B Distribution

FROM: Linda Anderson
Director, Budget Office

Julius Hilburn
Associate Vice President, Office of Human Resources

Terri Pinkston
Controller

Jean Wilson
Associate Director, Purchasing

SUBJECT: Fiscal Year-End Deadlines

The following FY 2009 year-end deadlines and/or due dates, which are discussed more fully in the attached document (University of Oklahoma Fiscal Year 2009 Year-End Deadlines), are provided to assist departments in ensuring that expenditures are charged to the proper fiscal year.

PURCHASING (325-2811)

February 27, 2009 Requisitions (marked FY09) for purchases in excess of \$250,000 to be charged against FY 2009 budgets and must be approved by the Board of Regents

May 1, 2009 Requisitions (marked FY09) for purchases in excess of \$50,000 to be charged against FY 2009 budgets

May 1, 2009 Annual leases, contracts, or purchase order agreements for the period beginning July 1, 2009 (to be charged against FY 2010 budgets)

May 26, 2009 Requisitions (marked FY09) for purchases of \$50,000 or less to be charged against FY 2009 budgets

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

Year-end Deadlines

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OFFICE OF HUMAN RESOURCES (325-2961)

- June 3, 2009 Personnel Actions Forms for hourly personnel to be charged to final FY 2009 hourly payroll (Includes time through Friday, June 5, 2009)
- June 9, 2009 Special payment requests to be charged against FY 2009 budgets on hourly paid employees
- June 11, 2009 Final payroll warrant cancellations
- June 12, 2009 Personnel Actions Forms for monthly personnel to be charged to final FY 2009 monthly payroll
- June 15, 2009 Special payment requests to be charged against FY 2009 budgets on monthly paid employees

BUDGET OFFICE (325-5511)

- May 8, 2009 Budget revisions supported by OU Foundation funds should be approved by Foundation and submitted to the Provost's Office
- May 15, 2009 Budget revisions to be reflected on May statements
- June 10, 2009 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 12, 2009 Last day for the Provost Office to approve electronic and manual budget revisions

FINANCIAL SUPPORT SERVICES (325-3021)

- May 29, 2009 Fleet Services FY 2009 billing cut-off
- May 29, 2009 Postage FY 2009 billing cut-off
- June 5, 2009 Supporting expense documentation for OU Foundation reimbursement budget revisions to Financial Support Services
- June 15, 2009 Physical Plant FY 2009 billing cut-off
- June 17, 2009 OU Bookstore FY 2009 billing cut-off
- June 17, 2009 Invoices and travel claim reimbursements to be charged against FY 2009 budgets
- June 22, 2009 Deadline for entry into Pcard for the billing cycle ending on June 16, 2009
- June 22, 2009 Non-payroll checks or warrant cancellations to be credited against FY 2009 budgets
- June 23, 2009 Telecommunications FY 2009 billing cut-off
- June 24, 2009 Printing Services FY 2009 billing cut-off
- June 24, 2009 Payroll expense transfers to be reflected against FY 2009 budgets
- June 24, 2009 Interdepartmental transfers and other billings to be charged against FY 2009 budgets

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

UNIVERSITY OF OKLAHOMA FISCAL YEAR 2009 YEAR-END DEADLINES

The following year-end deadlines and due dates are required to avoid the charging of FY 2009 departmental activities against your Educational and General (E & G) budgets for the new fiscal year beginning July 1, 2009.

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 2009 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 Jean Wilson if something of this nature occurs during this period. Our goal is to process all FY 2009 purchases by the end of the fiscal year. We guarantee this goal if your requisitions are in our office by the dates indicated.

Requisitions (marked FY09) for purchases in excess of \$250,000 that are to be charged against FY 2009 budgets, and which must be approved by the Board of Regents, must be received in the Purchasing Office by February 27, 2009.

Requisitions (marked FY09) for purchases in excess of \$50,000 to be charged to FY 2009 budgets, other than those requiring Regents approval as noted above, must be received in the Purchasing Office by May 1, 2009.

Requisitions (marked FY10) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2009 (to be charged against FY 2010 budgets) and that require competitive bidding, must be received in the Purchasing Office by May 1, 2009, and must clearly indicate that this will be a charge to FY2010 budget. **Note: For more information and detailed instructions for correct entry of Peoplesoft requisitions, please reference the Purchasing website.**

Requisitions (marked FY09) for purchases of \$50,000 or less to be charged to FY 2009 budgets must be received in the Purchasing Office by May 26, 2009.

Requisitions (marked FY10) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2009 (to be charged against FY2010 budgets) that are renewals (not requiring competitive bidding), **must be entered by the department as PeopleSoft requisitions when directed.**

OFFICE OF HUMAN RESOURCES (OHR)

NEL, Room 244

Call 325-2961

Personnel Action Forms for the monthly payroll must be received in the OHR by June 12, 2009, in order to be processed on the final FY 2009 payroll. Hourly Personnel Action Forms must be received by June 3, 2009, for FY 2009 processing.

Special payment requests for monthly paid employees reaching the OHR by June 15, 2009, will be charged to the FY 2009 wage and salary budgets. Special payment requests for hourly paid employees reaching OHR by June 9, 2009, will be charged to the FY 2009 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, 2009. If work is subsequently not performed, the department must notify OHR by June 26, 2009.

Payroll warrants to be canceled must be received in Payroll and Personnel Records by June 11, 2009.

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.

We encourage you to clear the May 31, 2009 reports of deficits. The following dates in May and June have been set for processing year-end budget revisions: 1) revisions should be in the Budget Office by May 15, 2009 to be reflected in the May statements; and 2) all final funding corrections to clear account deficits caused primarily by June payroll expenditures and other June financial activities are due in the Budget Office by 4:00 pm, June 10, 2009.

To assure correct OU Foundation reimbursement, sponsors are asked to review any OU Foundation support committed during the FY 2009 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 with Foundation approval to the Provost's Office by May 8, 2009.

Fiscal Year 2009 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 SUPPORT SERVICES (FSS)

Evans Hall, Room 303

325-3021

As a general rule, purchases of supplies or services from the following auxiliary enterprises and service units through the close of business on the dates noted below will be charged to the FY 2009 budget:

Fleet Services	May 29, 2009
Postage	May 29, 2009
Physical Plant	June 15, 2009
Pcard Billing	June 16, 2009
OU Bookstore	June 17, 2009
Telecommunications	June 23, 2009
Printing Services	June 24, 2009

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

Invoices and travel reimbursement to be charged to the FY 2009 budgets should be sent to FSS as early as practical. FSS will make every effort possible to ensure that invoices and travel reimbursements delivered to FSS by 5:00 p.m. on June 17, 2009, are paid against the FY 2009 budget. In addition, FSS will consider emergency requests for FY 2009 payments through June 25, 2009, as workload permits.

Interdepartmental transfers, payroll expense transfers, adjustments, and other billings to be reflected against the FY 2009 budget must be received in FSS by June 24, 2009. Non-payroll checks or warrant cancellation requests to be reflected against the FY 2009 budget must be received in FSS by June 22, 2009. In addition, FSS will consider emergency requests for FY 2009 transfers through June 29, 2009, as workload permits.

Printing Services

All Printing Services jobs delivered by and all Copy Center jobs picked up by June 18, 2009, will be billed to the FY 2009 budgets. For anything else that needs to be billed to the FY 2009 budgets, please contact Brenda Gooden at 325-4176 by June 26, 2009.

FINANCIAL SUPPORT SERVICES (continued)

Pcard

Pcard transactions generated from May 19, 2009 through June 16, 2009 will be billed on June 22, 2009 and will be charged against FY 2009 budgets. Any Pcard charges posted after June 16, 2009 will be charged against FY 2010 budgets. If there are any questions, please contact Kennecia Garrison 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 8, 2009.

All supporting expense documentation for these budget revisions must be submitted to Karen Cagley or Denise Dicksion in Financial Support Services by June 5, 2009. A copy of any purchase order expected to be outstanding at June 30, 2009 and to be funded by the OU Foundation should be submitted by June 5, 2009 to Karen Cagley or Denise Dicksion in Financial Support Services in order that the encumbrances will be properly reimbursed in the succeeding year.