TO: A & B Distribution  

FROM: Linda Anderson  
Director, Budget Office  
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Controller  
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SUBJECT: Fiscal Year-End Deadlines

The following FY 2011 year-end deadlines and/or due dates, which are discussed more fully in the attached document (University of Oklahoma Fiscal Year 2011 Year-End Deadlines), are provided to assist departments in ensuring that expenditures are charged to the proper fiscal year.

**PURCHASING (325-2811)**

February 25, 2011  Requisitions (marked FY11) for purchases in excess of $250,000 to be charged against FY 2011 budgets and must be approved by the Board of Regents  
May 2, 2011  Requisitions (marked FY11) for purchases in excess of $50,000 to be charged against FY 2011 budgets  
May 2, 2011  Annual leases, contracts, or purchase order agreements for the period beginning July 1, 2011 (to be charged against FY 2012 budgets)  
May 23, 2011  Requisitions (marked FY11) for purchases of $50,000 or less to be charged against FY 2011 budgets

The correct fiscal year should be clearly indicated in the justification comments of the requisition.
HUMAN RESOURCES (325-2961)

June 3, 2011 Personnel Actions Forms for hourly personnel to be charged to final FY 2011 hourly payroll (Includes time through Friday, June 3, 2011)
June 7, 2011 Special payment requests to be charged against FY 2011 budgets on hourly paid employees
June 9, 2011 Final payroll warrant cancellations
June 14, 2011 Personnel Actions Forms for monthly personnel to be charged to final FY 2011 monthly payroll
June 16, 2011 Special payment requests to be charged against FY 2011 budgets on monthly paid employees

BUDGET OFFICE (325-5511)

May 6, 2011 Budget revisions supported by OU Foundation funds should be approved by Foundation and submitted to the Provost's Office.
May 13, 2011 Budget revisions to be reflected on May statements
June 8, 2011 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 10, 2011 Last day for the Provost Office to approve electronic and manual budget revisions

FINANCIAL SERVICES (325-3021)

May 31, 2011 Fleet Services FY 2011 billing cut-off
May 31, 2011 Postage FY 2011 billing cut-off
June 3, 2011 Supporting expense documentation for OU Foundation reimbursement budget revisions to Financial Services
June 15, 2011 Physical Plant FY 2011 billing cut-off
June 17, 2011 OU Bookstore FY 2011 billing cut-off
June 17, 2011 Printing Services FY 2011 billing cut-off
June 20, 2011 Invoices and travel claim reimbursements to be charged against FY 2011 budgets
June 20, 2011 Telecommunications FY 2011 billing cut-off
June 22, 2011 Deadline for entry into Pcard for the billing cycle ending on June 16, 2011
June 22, 2011 Non-payroll checks or warrant cancellations to be credited against FY 2011 budgets
June 24, 2011 Interdepartmental transfers and other billings to be charged against FY 2011 budgets
June 30, 2011 Payroll expense transfers to be reflected against FY 2011 budgets by noon

Should you have any questions regarding the year-end deadlines, please contact the office indicated.
UNIVERSITY OF OKLAHOMA
FISCAL YEAR 2011 YEAR-END DEADLINES

The following year-end deadlines and due dates are required to avoid the charging of FY 2011 departmental activities against your Educational and General (E & G) budgets for the new fiscal year beginning July 1, 2011.

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 2011 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 2011 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 FY11) for purchases in excess of $250,000 that are to be charged against FY 2011 budgets, and which must be approved by the Board of Regents, must be received in the Purchasing Office by February 25, 2011.

Requisitions (marked FY11) for purchases in excess of $50,000 to be charged to FY 2011 budgets, other than those requiring Regents approval as noted above, must be received in the Purchasing Office by May 2, 2011.

Requisitions (marked FY12) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2011 (to be charged against FY 2012 budgets) and that require competitive bidding, must be received in the Purchasing Office by May 2, 2011, and must clearly indicate that this will be a charge to FY2012 budget. Note: For more information and detailed instructions for correct entry of Peoplesoft requisitions, please reference the Purchasing website.

Requisitions (marked FY11) for purchases of $50,000 or less to be charged to FY 2011 budgets must be received in the Purchasing Office by May 23, 2011.

Requisitions (marked FY12) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2011 (to be charged against FY2012 budgets) that are renewals (not requiring competitive bidding), must be entered by the department as PeopleSoft requisitions when directed.
Personnel Action Forms for the monthly payroll must be received in the OHR by June 14, 2011, in order to be processed on the final FY 2011 payroll. Hourly Personnel Action Forms must be received by June 3, 2011, for FY 2011 processing.

Special payment requests for monthly paid employees reaching the OHR by June 16, 2011, will be charged to the FY 2011 wage and salary budgets. Special payment requests for hourly paid employees reaching OHR by June 7, 2011, will be charged to the FY 2011 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, 2011. If work is subsequently not performed, the department must notify OHR by June 24, 2011.

Payroll warrants to be canceled must be received in Payroll and Personnel Records by June 9, 2011.

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, 2011 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 13, 2011 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 8, 2011.

To assure correct OU Foundation reimbursement, sponsors are asked to review any OU Foundation support committed during the FY 2011 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 6, 2011.
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 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 2011 budget:

- Fleet Services: May 31, 2011
- Postage: May 31, 2011
- Physical Plant: June 15, 2011
- Pcard Billing: June 16, 2011
- OU Bookstore: June 17, 2011
- Printing Services: June 17, 2011
- Telecommunications: June 20, 2011

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

Invoices and travel reimbursements to be charged to the FY 2011 budgets should be sent to FS as early as practical. FS will make every effort possible to ensure that invoices and travel reimbursements delivered to FS by 5:00 p.m. on June 20, 2011, are paid against the FY 2011 budget. In addition, FS will consider emergency requests for FY 2011 payments through June 24, 2011, as workload permits.

Payroll expense transfers to be reflected against the FY 2011 budget must be entered into HRMS by June 30, 2011 by noon.

Interdepartmental transfers, adjustments, and other billings to be reflected against the FY 2011 budget must be received in FS by June 24, 2011. Non-payroll checks or warrant cancellation requests to be reflected against the FY 2011 budget must be received in FS by June 22, 2011. In addition, FS will consider emergency requests for FY 2011 transfers through June 29, 2011, as workload permits.
FINANCIAL SERVICES (continued)

Printing Services

All Printing Services jobs delivered by and all Copy Center jobs picked up by June 17, 2011, will be billed to the FY 2011 budgets. For anything else that needs to be billed to the FY 2011 budgets, please contact Deborah Underwood at 325-4176 by June 24, 2011.

Pcard

Pcard transactions generated from May 17, 2011 through June 16, 2011 will be billed on June 23, 2011 and will be charged against FY 2011 budgets. Any Pcard charges posted after June 16, 2011 will be charged against FY 2012 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 6, 2011.

All supporting expense documentation for these budget revisions must be submitted to Karen Cagley or Denise Dickson in Financial Services by June 3, 2011. A copy of any purchase order expected to be outstanding at June 30, 2011 and to be funded by the OU Foundation should be submitted by June 3, 2011 to Karen Cagley or Denise Dickson in Financial Services in order that the encumbrances will be properly reimbursed in the succeeding year.