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 2012 year-end deadlines and/or due dates, which are discussed more fully in the attached document (University of Oklahoma Fiscal Year 2012 Year-End Deadlines), are provided to assist departments in ensuring that expenditures are charged to the proper fiscal year.

PURCHASING (325-2811)

March 1, 2012  Requisitions (marked FY12) for purchases in excess of $250,000 to be charged against FY 2012 budgets and must be approved by the Board of Regents
May 1, 2012  Requisitions (marked FY12) for purchases in excess of $50,000 to be charged against FY 2012 budgets
May 1, 2012  Annual leases, contracts, or purchase order agreements for the period beginning July 1, 2012 (to be charged against FY 2013 budgets)
May 21, 2012  Requisitions (marked FY12) for purchases of $50,000 or less to be charged against FY 2012 budgets

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

June 15, 2012  Personnel Actions Forms for hourly personnel to be charged to final FY 2012 hourly payroll (Includes time through Friday, June 15, 2012)
June 15, 2012  Special payment requests to be charged against FY 2012 budgets on hourly paid employees
June 13, 2012  Final payroll warrant cancellations
June 8, 2012  Personnel Actions Forms for monthly personnel to be charged to final FY 2012 monthly payroll
June 8, 2012  Special payment requests to be charged against FY 2012 budgets on monthly paid employees

**BUDGET OFFICE (325-5511)**

May 7, 2012  Budget revisions supported by OU Foundation funds should be approved by Foundation and submitted to the Provost’s Office.
May 14, 2012  Budget revisions to be reflected on May statements
June 8, 2012  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 11, 2012  Last day for the Provost Office to approve electronic and manual budget revisions
June 20, 2012  EDR’s for both FY12 and FY13 (permanent) need to be fully approved. This includes any and all changes that need to be made for the hourly payrolls running on June 2, 2012 through June 15, 2012 and June 16, 2012 through June 29, 2012.

**FINANCIAL SERVICES (325-3021)**

May 31, 2012  Fleet Services FY 2012 billing cut-off
May 31, 2012  Postage FY 2012 billing cut-off
June 4, 2012  Supporting expense documentation for OU Foundation reimbursement budget revisions to Financial Services
June 15, 2012  Physical Plant FY 2012 billing cut-off
June 18, 2012  OU Bookstore FY 2012 billing cut-off
June 18, 2012  Printing Services FY 2012 billing cut-off
June 19, 2012  Invoices and travel claim reimbursements to be charged against FY 2012 budgets
June 19, 2012  Deadline for entry into Pcard for the billing cycle ending on June 15, 2012
June 20, 2012  Telecommunications FY 2012 billing cut-off
June 21, 2012  Non-payroll checks or warrant cancellations to be credited against FY 2012 budgets
June 25, 2012  Interdepartmental transfers and other billings to be charged against FY 2012 budgets
June 29, 2012  Payroll expense transfers to be reflected against FY 2012 budgets by noon

Should you have any questions regarding the year-end deadlines, please contact the office indicated.
UNIVERSITY OF OKLAHOMA
FISCAL YEAR 2012 YEAR-END DEADLINES

The following year-end deadlines and due dates are required to avoid the charging of FY 2012 departmental activities against your Educational and General (E & G) budgets for the new fiscal year beginning July 1, 2012.

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 2012 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 Jan Duke if something of this nature occurs during this period. Our goal is to process all FY 2012 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 FY12) for purchases in excess of $250,000 that are to be charged against FY 2012 budgets, and which must be approved by the Board of Regents, must be received in the Purchasing Office by March 1, 2012.

Requisitions (marked FY12) for purchases in excess of $50,000 to be charged to FY 2012 budgets, other than those requiring Regents approval as noted above, must be received in the Purchasing Office by May 1, 2012.

Requisitions (marked FY13) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2012 (to be charged against FY 2013 budgets) and that require competitive bidding, must be received in the Purchasing Office by May 1, 2012, and must clearly indicate that this will be a charge to FY2013 budget. Note: For more information and detailed instructions for correct entry of Peoplesoft requisitions, please reference the Purchasing website.

Requisitions (marked FY12) for purchases of $50,000 or less to be charged to FY 2012 budgets must be received in the Purchasing Office by May 21, 2012.

Requisitions (marked FY13) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2012 (to be charged against FY2013 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 8, 2012, in order to be processed on the final FY 2012 payroll. Hourly Personnel Action Forms must be received by June 15, 2012, for FY 2012 processing.

Special payment requests for monthly paid employees reaching the OHR by June 8, 2012, will be charged to the FY 2012 wage and salary budgets. Special payment requests for hourly paid employees reaching OHR by June 15, 2012, will be charged to the FY 2012 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, 2012. If work is subsequently not performed, the department must notify OHR by June 22, 2012.

Payroll warrants to be canceled must be received in Payroll and Personnel Records by June 13, 2012.

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, 2012 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 14, 2012 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 8, 2012.

To assure correct OU Foundation reimbursement, sponsors are asked to review any OU Foundation support committed during the FY 2012 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 8, 2012.
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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 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 2012 budget:

- Fleet Services: May 31, 2012
- Postage: May 31, 2012
- Physical Plant: June 15, 2012
- Pcard Billing: June 15, 2012
- OU Bookstore: June 18, 2012
- Printing Services: June 18, 2012
- Telecommunications: June 20, 2012

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 2012 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 19, 2012, are paid against the FY 2012 budget. In addition, FS will consider emergency requests for FY 2012 payments through June 22, 2012, as workload permits.

Payroll expense transfers to be reflected against the FY 2012 budget must be entered into HRMS by June 29, 2012 by noon.

Interdepartmental transfers, adjustments, and other billings to be reflected against the FY 2012 budget must be received in FS by June 25, 2012. Non-payroll checks or warrant cancellation requests to be reflected against the FY 2012 budget must be received in FS by June 22, 2012. In addition, FS will consider emergency requests for FY 2012 transfers through June 28, 2012, as workload permits.
FINANCIAL SERVICES (continued)

Printing Services

All Printing Services jobs delivered by and all Copy Center jobs picked up by June 15, 2012, will be billed to the FY 2012 budgets. For anything else that needs to be billed to the FY 2012 budgets, please contact Deborah Reddell at 325-4176 by June 22, 2012.

Pcard

Pcard transactions generated from May 17, 2012 through June 15, 2012 will be billed on June 19, 2012 and will be charged against FY 2012 budgets. Any Pcard charges posted after June 15, 2012 will be charged against FY 2013 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 4, 2012.

All supporting expense documentation for these budget revisions must be submitted to Beth Korhonen or Melody Walke in Financial Services by June 4, 2012. A copy of any purchase order expected to be outstanding at June 30, 2012 and to be funded by the OU Foundation should be submitted by June 4, 2012 to Beth Korhonen or Melody Walke in Financial Services in order that the encumbrances will be properly reimbursed in the succeeding year.