MEMORANDUM

February 5, 2016

TO: A & B Distribution

FROM: Linda Anderson
Director, Budget Office

Les Hoven
Associate Vice President and Chief Human Resources Officer

Terri Pinkston
Controller

Jan Duke
Associate Director, Purchasing

SUBJECT: Fiscal Year-End Deadlines

The following FY 2016 year-end deadlines and/or due dates, which are discussed more fully in the attached document (University of Oklahoma Fiscal Year 2016 Year-End Deadlines), are provided to assist departments in ensuring that expenditures are charged to the proper fiscal year.

PURCHASING (325-2811)

March 1, 2016  Requisitions (marked FY16) for purchases in excess of $1,000,000 to be charged against FY 2016 budgets and must be approved by the Board of Regents
April 25, 2016  Requisitions (marked FY16) for purchases in excess of $50,000 to be charged against FY 2016 budgets
April 25, 2016  Annual leases, contracts, or purchase order agreements for the period beginning July 1, 2016 (to be charged against FY 2017 budgets)
May 2, 2016  Requisitions (marked FY16) for purchases of $50,000 or less to be charged against FY 2016 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 6, 2016 Personnel Actions Forms for *monthly personnel* to be charged to final FY 2016 monthly payroll
June 6, 2016 Special payment requests to be charged against FY 2016 budgets on monthly paid employees
June 15, 2016 Final payroll warrant cancellations
June 13, 2016 Personnel Actions Forms for *hourly personnel* to be charged to final FY 2016 hourly payroll (Includes time through Friday, June 10, 2016)
June 13, 2016 Special payment requests to be charged against FY 2016 budgets on hourly paid employees

**BUDGET OFFICE (325-5511)**
May 16, 2016 Budget revisions supported by OU Foundation funds should be approved by Foundation and submitted to the Provost’s Office.
May 24, 2016 Budget revisions to be reflected on May statements
June 13, 2016 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 20, 2016 EDR’s for both FY16 and FY17 (permanent) need to be fully approved. This includes any and all changes that need to be made for the hourly payrolls running on June 11, 2016 through June 24, 2016 and June 25, 2016 through July 8, 2016.

**FINANCIAL SERVICES (325-3021)**
May 31, 2016 Fleet Services FY 2016 billing cut-off
May 31, 2016 Postage FY 2016 billing cut-off
May 31, 2016 Utilities FY 2016 billing cut-off
June 10, 2016 Requests for new CrimsonCorner suppliers
June 15, 2016 Facilities Management FY 2016 billing cut-off
June 15, 2016 IT/Telecommunications FY 2016 billing cut-off
June 16, 2016 Pcard billing cycle to be charged against FY 2016 budgets
June 16, 2016 CrimsonCorner invoices to be charged against FY 2016 budgets, 3 PM
June 16, 2016 Travel claim reimbursements to be charged against FY 2016 budgets, 5 PM
June 17, 2016 Printing Services FY 2016 billing cut-off
June 21, 2016 Non-payroll checks or warrant cancellations to be credited against FY 2016 budgets
June 22, 2016 OU Bookstore FY 2016 billing cut-off
June 24, 2016 Transfers to be charged against FY 2016 budgets
June 30, 2016 Payroll expense transfers to be reflected against FY 2016 budgets by noon

Should you have any questions regarding the year-end deadlines, please contact the office indicated.
UNIVERSITY OF OKLAHOMA
FISCAL YEAR 2016 YEAR-END DEADLINES

The following year-end deadlines and due dates are required to avoid the charging of FY 2016 departmental activities against your Educational and General (E & G) budgets for the new fiscal year beginning July 1, 2016.

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 2016 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 2016 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 FY16) for purchases in excess of $1,000,000 that are to be charged against FY 2016 budgets, and which must be approved by the Board of Regents, must be received in the Purchasing Office by March 1, 2016.

Requisitions (marked FY16) for purchases in excess of $50,000 to be charged to FY 2016 budgets, other than those requiring Regents approval as noted above, must be received in the Purchasing Office by April 25, 2016.

Requisitions (marked FY17) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2016 (to be charged against FY 2017 budgets) and that require competitive bidding, must be received in the Purchasing Office by April 25, 2016, and must clearly indicate that this will be a charge to FY2017 budget. Note: For more information and detailed instructions for correct entry of CrimsonCorner requisitions, please reference the Purchasing and CrimsonCorner websites.

Requisitions (marked FY16) for purchases of $50,000 or less to be charged to FY 2016 budgets must be received in the Purchasing Office by May 2, 2016.

Requisitions (marked FY17) for annual leases, contracts, or purchase order agreements for the period beginning July 1, 2016 (to be charged against FY2017 budgets) that are renewals (not requiring competitive bidding), must be entered by the department as CrimsonCorner requisitions when directed.
Personnel Action Forms for the monthly payroll must be received in the OHR by June 6, 2016, in order to be processed on the final FY 2016 payroll. Hourly Personnel Action Forms must be received by June 13, 2016, for FY 2016 processing.

Special payment requests for monthly paid employees reaching the OHR by June 6, 2016, will be charged to the FY 2016 wage and salary budgets. Special payment requests for hourly paid employees reaching OHR by June 13, 2016, will be charged to the FY 2016 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, 2016. If work is subsequently not performed, the department must notify OHR by June 21, 2016.

Payroll warrants to be canceled must be received in Payroll and Personnel Records by June 15, 2016.

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, 2016 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 24, 2016 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 13, 2016 (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 2016 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 16, 2016.
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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 service units through the close of business on the dates noted below will be charged to the FY 2016 budget:

- Fleet Services
- Postage
- Utilities
- Facilities Management
- IT/Telecommunications
- Pcard Billing
- Printing Services
- OU Bookstore

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 2016 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 16, 2016, are paid against the FY 2016 budget. FS will consider emergency requests for FY 2016 travel reimbursements through June 23, 2016, as workload permits.

CrimsonCorner payments:
- Requests for new suppliers made through http://crimsoncorner.ou.edu and submitted by 5:00 pm on June 10, 2016 will be ready for use in CrimsonCorner by 8:00 am on June 15, 2016. Please note that any request submitted without complete information or that requires additional information, may not be ready for use by the June 16, 2016 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 5:00 pm on June 16, 2016, are paid against the FY 2016 budget. As always, paper invoices should be sent to FS as early as practical. FS will consider emergency requests for FY 2016 CrimsonCorner invoices through June 23, 2016, as workload permits.
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 2016 budgets should be submitted as early as practical. Payment forms should be fully approved in CrimsonCorner no later than 3:00 pm on June 16, 2016, to be considered for payment in FY 2016. Please be aware that payment forms submitted to FS without complete information may not be paid in FY 2016, even if they are submitted prior to that deadline. FS will consider emergency requests for FY 2016 CrimsonCorner invoices through June 23, 2016, as workload permits.

Payroll expense transfers to be reflected against the FY 2016 budget must be entered into HRMS by June 30, 2016 by noon.

Transfer forms to be reflected against the FY 2016 budget must be received in FS by June 24, 2016. Non-payroll checks or warrant cancellation requests to be reflected against the FY 2016 budget must be received in FS by June 21, 2016. In addition, FS will consider emergency requests for FY 2016 transfers through June 28, 2016, as workload permits.

Printing Services

All Printing Services jobs delivered by and all Copy Center jobs picked up by June 17, 2016, will be billed to the FY 2016 budgets. For anything else that needs to be billed to the FY 2016 budgets, please contact Deborah Reddell at 325-4176 by June 22, 2016.

Pcard

Pcard transactions generated from May 17, 2016 through June 16, 2016 will be billed on June 21, 2016 and will be charged against FY 2016 budgets. Any Pcard charges posted on or after June 17, 2016 will be charged against FY 2017 budgets. 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 9, 2016.

If there are any questions, please contact Beth Korhonen at 325-4088 or Melody Walke at 325-2654.