TO: UNR Faculty and Staff

FROM: Sheri Mendez and Bruce Shively

SUBJECT: Fiscal 2016 Year-end Closing

As you are aware, the University’s fiscal year closes on June 30, 2016. In order to facilitate an orderly close to the fiscal year, deadlines have been established for completing certain transactions against state accounts. Deadlines for the deans’ offices are given below. Departments should check with their dean to determine if the colleges have imposed earlier deadlines.

The last time to post any FY2016 transactions is July 20, 2016 at 12:00pm. Please carefully review the following information for dates to submit paperwork to the appropriate offices as many are well in advance of July 20th to ensure processing.

Transfers of Expense to State Accounts
Per Board of Regents’ policy, all transfers of expense from non-state to state accounts (journal vouchers or PR45 payroll transfers) must be completed by April 30, 2016. Transfers from non-state to state accounts after this date must be approved by the President and reported to the Regents. Typically, the only transfers processed after April 30, 2016 involve payroll clearing accounts or corrections of errors. Please submit journal vouchers and payroll transfers to the Controller’s Office by April 25, 2016 to allow sufficient time to process the documents by April 30, 2016.

Transfers of Expenses to Foundation Accounts
For internal control purposes and to allow for time to review expenses for accuracy and to ensure donor intent is being met, expenses moved to foundation accounts must be done prior to June 1, 2016. Expenses moved after that date must have approval of the Foundation as an exception. Exceptions are subject to Foundation staff time available to perform the review and are not guaranteed.

Travel (in-state or out-of-state)
A trip that begins in June and ends in July must be charged in its entirety to the fiscal year in which the greater portion of the travel occurs. All claims for travel reimbursement chargeable to FY2016 state funds must be submitted to the Controller’s Office by July 11, 2016. Funds should be set aside in travel for any current fiscal year charges not billed or assessed until July (i.e., purchasing card air fare or rental car charges, state motor pool billings).

Purchasing Card Purchases
Departments are asked to maintain close control over purchases made by the use of the purchasing card to assure the availability of current fiscal year funds since purchasing card purchases are not encumbered. Purchasing card purchases may not be made against state-appropriated funds after May 31, 2016 unless approved by the appropriate vice president or designated representative. Purchases of goods made using purchasing cards must be charged to the fiscal year in which the goods are received. Services purchased through use of a purchasing card must be received on or before June 30, 2016 in order to be charged to FY2016 state-appropriated funds. PaymentNet will be closed for edits for FY2016 transactions on July 8, 2016 at 4:00 pm.

Cashier’s Office
The Cashier’s Office will accept and process departmental deposits for Fiscal Year 2016 up until 3:00 pm on June 30, 2016. UNR departments remitting bank deposits for armored car service must submit the deposits to the Cashier’s Office no later than 10:00 am June 30th, 2016. Deposits delivered by the defined times will be included in FY2016 cash deposit activity.

Deposits made between July 1, 2016 and July 20, 2016 must have either FY2016 or FY2017 indicated on the deposit form (please use separate deposit forms for each year). Amounts received after June 30th for FY2016 activity may be deposited to revenue in FY2016 during the 13th accounting period. All receipts received after July 20th will be posted to FY2017 as overnight processing is required. If you have any questions, contact the Cashier’s Office at 784-6915.

Purchase Orders
The Purchasing Department has established deadlines for purchases:

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<tr>
<th>Purchase Order Amount</th>
<th>Deadline</th>
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<tr>
<td>$24,999.99 or less (direct buy, requires 1 quote)</td>
<td>Friday May 27, 2016</td>
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<tr>
<td>$25,000 - $50,000 (informal bid; requires 2 competitive quotes)</td>
<td>Friday May 13, 2016</td>
</tr>
<tr>
<td>Over $50,000 (requires formal bid)</td>
<td>Friday April 8, 2016</td>
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BCN Purchasing will continue to accept and process your approved requisitions after these dates, but there is no guarantee that your state funds will be spent by June 30, 2016.

Encumbrances remaining for blanket purchase orders should be reviewed now to ensure that they represent an accurate estimate of the cost of additional goods and services to be provided prior to July 1, 2016. All other encumbrances on purchase orders should be reviewed for validity. Contact the Purchasing Department (784-6552) for corrections of encumbrances.

Please remember that encumbered FY2016 state-appropriated funds used for the purchase of supplies, equipment and services must be expended (invoice received, processed and paid) by August 5, 2016 and will be disencumbered after that date. For the purchase of services, the work must be completed by June 30, 2016. Please submit invoices to the Accounts Payable office by August 1, 2016 to allow sufficient time to process the documents by August 5, 2016. Please note the processing deadline on the invoice.

As part of the year-end closing process, budget managers need to ensure sufficient funds remain in state accounts to cover June phone, postage, copying and any other expenses that will be charged to the FY2015 state accounts during June and the 13th accounting period. When planning for year end, remember that due to the pay date shift, the July 10th pay date will post to FY2017, not the 13th accounting period of FY2016. Employees paid monthly will have salaries related to June (including overloads) post on the first working day of July in FY2017. Negative balances in state accounts may be cleared by transferring expenses to non-state accounts prior to the close of the 13th accounting period on July 20, 2016. The last day to process PR45’s for FY2016 is July 14th. Please have all PR45’s relating to FY2016 in the Payroll office no later than July 14th.

Please remember that even if transactions relating to FY2016 state-appropriated funds are submitted to the Controller’s Office by the specified cut-off date, transactions will not necessarily be processed if it rejects. Every attempt will be made to resolve and process any rejected transactions; however, we cannot assure that rejected transactions get processed prior to the specified cut-off date.

Thank you for your cooperation during this year-end process.

If you have any questions, please call the Controller’s office at 784-1233.