

TO: UNR Faculty and Staff
FROM: Jane Patterson and Bruce Shively
SUBJECT: Fiscal 2009 Year-end Closing

As you are aware, the university's fiscal year closes on June 30, 2009. 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.

Transfers of Expense

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, 2009. 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, 2009 involve payroll clearing accounts or corrections of errors. Please submit journal vouchers and payroll transfers to the Controller's Office by April 27, 2009 to allow sufficient time to process the documents by April 30, 2009.

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 FY09 state funds must be submitted to the Controller's Office by July 14, 2009. 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, 2009 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, 2009 in order to be charged to FY09 state-appropriated funds.

Cashier's Office

The Cashier's Office will accept and process departmental deposits for Fiscal Year 2009 up until 3:00 pm on Monday June 29, 2009. UNR departments remitting bank deposits for armored car service must submit the deposits to the Cashier's Office no later than 10:00 am Tuesday June 30th. Deposits delivered by the defined times will be included in FY2009 cash deposit activity. Deposits made after these deadlines and anytime during the 13th accounting period must have either FY2009 or FY2010 indicated on the deposit form. Amounts received after June 30 for FY2009 activity may be deposited to revenue in FY2009 during the 13th accounting period. All receipts deposited after July 20 will be posted to FY2010. If you have any questions, contact the Cashier's Office at 784-6915.

Purchase Orders

The Purchasing Department has established deadlines for purchases in excess of \$2,000:

<i>Purchase Order Amount</i>	<i>Deadline</i>
\$2,000 - \$ 25,000 (direct buy, requires 1 quote)	Friday May 15, 2009
\$25,000 - \$50,000 (informal bid; requires 2 competitive quotes)	Friday May 1, 2009
Over \$50,000 (requires formal bid)	Friday, April 10, 2009

Purchases made on state funds after June 1, 2009 must be approved and signed off by the appropriate Vice President.

Encumbrances remaining for blanket purchase orders should be reviewed to ensure that they represent an accurate estimate of the cost of additional goods and services to be provided prior to July 1, 2009. All other encumbrances on purchase orders should be reviewed for validity. Contact the Purchasing Department (784-6552) or the Controller's Office (784-7776 or janep@unr.edu) for corrections of encumbrances.

As part of the year-end closing process, budget managers need to ensure sufficient funds remain in state accounts to cover June phone, postage and copying charges, as well as the July 10 classified and hourly wages payroll and any other expenses that will be charged to the FY09 state accounts during June and July (during the 13th accounting period). Negative balances in state accounts may be cleared by transferring expenses to non-state accounts any time prior to the close of the 13th accounting period on July 21, 2009

If you have any questions, please call the Controller's office at 784-7776.