Date: March 15, 2017

TO: UNR Faculty and Staff

FROM: Sheri Mendez and Bruce Shively

SUBJECT: Fiscal 2017 Year-end Closing

As you are aware, the University’s fiscal year closes on June 30, 2017. 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.

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 FY2017 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 FY2018, not the 13th accounting period of FY2017. Employees paid monthly will have salaries related to June (including overloads) post on the first working day of July in FY2018. 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 19, 2017. The last day to process PR45’s for FY2017 is July 13th. Please have all PR45’s relating to FY2017 in the Payroll office no later than July 13th.

The last time to post any FY2017 transactions is July 19, 2017 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 19th 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, 2017. 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 24, 2017 to allow sufficient time to process the documents by April 28, 2017.

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, 2017. 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 FY2017 state funds must be submitted to the Controller’s Office by July 11, 2017. 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, 2017 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, 2017 in order to be charged to FY2017 state-appropriated funds. PaymentNet will
be closed for edits for FY2017 transactions on July 7, 2017 at 4:00 pm.

Cashier’s Office
The Cashier’s Office will accept and process departmental deposits for Fiscal Year 2017 up until 3:00 pm on June
30, 2017. 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 2017. Deposits delivered by the defined times will be included in
FY2017 cash deposit activity.

Deposits made between July 1, 2017 and July 19, 2017 must have either FY2017 or FY2018 indicated on the deposit
form (please use separate deposit forms for each year). Amounts received after June 30th for FY2017 activity may be
deposited to revenue in FY2017 during the 13th accounting period. All receipts received after July 19th will be posted
to FY2018 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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<thead>
<tr>
<th>Purchase Order Amount</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>$24,999.99 or less (direct buy, requires 1 quote)</td>
<td>Friday May 26, 2017</td>
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<tr>
<td>$25,000 - $50,000 (informal bid; requires 2 competitive quotes)</td>
<td>Friday May 12, 2017</td>
</tr>
<tr>
<td>Over $50,000 (requires formal bid)</td>
<td>Friday April 7, 2017</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, 2017.

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, 2017. 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 FY2017 state-appropriated funds used for the purchase of supplies, equipment
and services must be expended (invoice received, processed and paid) by August 1, 2017 and will be disencumbered
after that date. For the purchase of services, the work must be completed by June 30, 2017. Please submit invoices
to the Accounts Payable office by July 26, 2017 to allow sufficient time to process the documents by August 1,
2017. Please note the processing deadline on the invoice.

Please remember that even if transactions relating to FY2017 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.