Date: March 29, 2013

TO: UNR Faculty and Staff

FROM: Rhonda Dome and Bruce Shively

SUBJECT: Fiscal 2013 Year-end Closing

As you are aware, the university’s fiscal year closes on June 30, 2013. In order to facilitate an orderly close to the fiscal year, deadlines have been established for completing certain transactions against state accounts. Deadlines for documents from the deans’ offices to be submitted to the appropriate institutional offices are addressed in this memo. Departments should check with their respective dean’s office to determine if the colleges have imposed earlier deadlines. The last time to post any FY2013 transactions is July 19, 2013 at 3:00pm.

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, 2013. 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, 2013 involve payroll clearing accounts or corrections of errors. Please submit journal vouchers and payroll transfers to the Controller’s Office by April 26, 2013 to allow sufficient time to process the documents by April 30, 2013.

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 FY2013 state funds must be submitted to the Controller’s Office by July 12, 2013. 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, 2013 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, 2013 in order to be charged to FY2013 state-appropriated funds.

Cashier’s Office

The Cashier’s Office will accept and process departmental deposits for Fiscal Year 2013 up until 3:00 pm on June 28, 2013. 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 28th, 2013. Deposits delivered by the defined times will be included in FY2013 cash deposit activity.

Deposits made between June 29, 2013 and July 19, 2013 must have either FY2013 or FY2014 indicated on the deposit form. Amounts received after June 28th for FY2013 activity may be deposited to revenue in FY2013 during the 13th accounting period. All receipts received after July 19th will be posted to FY2014 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 in excess of $2,500:

<table>
<thead>
<tr>
<th>Purchase Order Amount</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>$2,500 - $25,000 (direct buy, requires 1 quote)</td>
<td>Friday May 17, 2013</td>
</tr>
<tr>
<td>$25,000 - $50,000 (informal bid; requires 2 competitive quotes)</td>
<td>Friday May 10, 2013</td>
</tr>
<tr>
<td>Over $50,000 (requires formal bid)</td>
<td>Friday April 12, 2013</td>
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Purchases made on state funds after June 1, 2013 must be approved and signed off by the appropriate Vice President or designee.

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, 2013. 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 FY2013 state-appropriated funds used for the purchase of supplies, equipment and services must be expended (invoice received, processed and paid) by August 10, 2013 and will be disencumbered after that date. For the purchase of services, the work must be completed by June 30, 2013. **Please submit invoices to the Accounts Payable office by August 1, 2013 to allow sufficient time to process the documents by August 10, 2013. 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 FY2013 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 **FY2014 not the 13th accounting period**. Employees paid monthly will have salaries related to June (including overloads) post on the first working day of July in **FY2014**. 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, 2013. **The last day to process PR45’s for FY2013 is July 16th.** Please have all PR45’s relating to FY2013 in the Payroll office no later than July 16th.

Please remember that even if transactions relating to FY2013 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 784-4297.**