

Fiscal Year 2007-2008 Deadlines

March 2008

TO: Budget Unit and Department Heads/& All Employees

FROM: David Nicklas, Vice President for Business Affairs

The following procedures are required to assure a smooth close for Fiscal Year (FY) 2007-2008. Unless otherwise noted, all dates apply to all funds (General Fund, Auxiliary Fund, Restricted Funds, Grants & Contracts).

FRIDAY, APRIL 4:

General Fund:

Purchase Requisitions for goods/services with an expected cost greater than \$25,000 due in the Purchasing Department with all required signatures.

Grants and Contracts with Project Dates Ending June 30, 2008 Only

Purchase Requisitions for goods/services with an expected cost greater than \$25,000 require a minimum 21-day advertising period due in the Purchasing Department with all required approvals.

FRIDAY, APRIL 18

Purchase Requisitions for goods/services with an expected cost between \$5,000 and \$25,000 are due in the Purchasing Department with all required signatures.

FRIDAY, APRIL 25

Purchase Requisitions for goods/services with an expected cost between \$1,000 and \$5,000 are due in the Purchasing Department with all required signatures.

Check Requests and **Purchase** Requisitions **NOT REQUIRING** bids (**on state contract OR under \$1,000 including Petty Cash**) to be charged to FY 07-08 are due in the Purchasing Department with all required signatures.

FRIDAY, MAY 2

Budget transfers for FY 2007-2008 are due in the Budget Office with all appropriate signatures.

FRIDAY, MAY 9

Last day to use the ULM Purchasing Card. All other use must be delayed until July 1, 2008 or later.

FRIDAY, MAY 30

Deadline to purchase using Interdepartmentals at the Bookstore, Graphic Services, Copy Center and Physical Plant work orders.

FRIDAY, JUNE 20

ALL Interdepartmentals for FY 2007-2008 are due in the Controller's Office.

All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 07-08 are due in the Controller's Office in order to be processed for the final check run on June 25, 2008.

THURSDAY, JULY 3

Final date for **ALL** travel expense reports for FY 2007-2008 due in the Controller's Office.

Any procurement requests (Purchase Requisitions, petty cash requests, Interdepartmentals, etc.) received after the deadlines above will be processed in FY 2008-2009 with the VP for Business Affairs approval. Any exceptions must be approved by the appropriate Vice President.