

Fiscal Year 2009-2010 Deadlines

April 21, 2010

TO: Budget Unit and Department Heads/& All Employees

FROM: Dave Nicklas, Vice President for Business Affairs

The following procedures are required to assure a smooth close for Fiscal Year (FY) 2009-2010. Unless otherwise noted, all dates apply to all funds (General Fund, Auxiliary Fund, Student Fee Accounts, Restricted Accounts, and Grants & Contracts).

FRIDAY, April 30:

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, 2010 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.

MONDAY, May 10:

Last day to use ULM Purchasing Card. All use must be delayed until June 16, 2010 or later.

FRIDAY, May 14:

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

FRIDAY, May 14:

Budget transfers with all appropriate signatures for FY 2009-2010 due in the Budget Office.

FRIDAY, May 28:

Purchase Requisitions for goods/services with an expected cost between \$1,000 and \$5,000 due in 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 09-10 due in the Purchasing Department with all required signatures.

FRIDAY, June 11:

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

FRIDAY, June 25

ALL Interdepartmentals for FY 2009-2010 due in the Controller's Office.

All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 09-10 are due in the Controller's Office in order to be processed for the final check run on June 30, 2010.

Wednesday, July 7:

Final date for **ALL** travel expense reports for FY 2009-2010 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 the FY 2010-2011 with the VP for Business Affairs approval. Any exceptions must be approved by the appropriate Vice President.