Fiscal Year 2014-2015 Deadlines

TO: Budget Unit and Department Heads/ & All Employees

FROM: Dr. Bill Graves, Chief Business Officer

The following procedures are required to assure a smooth close for Fiscal Year (FY) 2014-2015. Unless otherwise noted, all dates apply to all funds (General Fund, Auxiliary Fund, Student Fee Accounts, Restricted Accounts, and Grants & Contracts) for all purchases and/or services needed by June 30, 2015. Any purchases and/or services for next fiscal year (July 1, 2015 – June 30, 2016) must be dated July 1, 2015 or later.

FRIDAY, May 8:

**General Fund:**
- Purchase Requisitions for goods/services with an expected cost greater than $25,000 should be approved in Banner.

**Grants and Contracts with Project Dates Ending June 30, 2015 Only**
- Purchase Requisitions for goods/services with an expected cost greater than $25,000 require a minimum 21 day advertising period should be approved in Banner.

FRIDAY, May 15:

- Purchase Requisitions for goods/services with an expected cost between $5,000 and $25,000 should be approved in Banner.

FRIDAY, May 22:

- Budget transfers with all appropriate signatures for FY 2014-2015 due in the Budget Office.

FRIDAY, May 29:

- Purchase Requisitions for goods/services with an expected cost between $1,000 and $5,000 should be approved in Banner.

**FRIDAY, May 29:**

- Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 1, 2015 or later. All ULM Purchasing Cards will be suspended during this time (May 30, 2015 thru June 30, 2015). CBA Accounts and Purchasing Cards used for travel will still be active during this time. However, all statements and supporting documentation must be received in the Controller’s Office no later than July 15, 2015 in order to allow for a timely fiscal year-end close.

FRIDAY, June 12:

- Check Requests and Purchase Requisitions NOT REQUIRING bids (on state contract OR under $1,000 including Petty Cash) to be charged to FY 14-15 due in the Purchasing Department with all required signatures.

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

MONDAY, June 15:

**ALL Interdepartmentals** for FY 2014-2015 due in the Controller’s Office.

All CPR’s and Receiving reports (signed & dated) for goods & services charged to FY 14-15 are due in the Controller’s Office in order to be processed for the final check run on June 26, 2015.

THURSDAY, July 2:

Final date for **ALL** travel expense reports for FY 2014-2015 due in the Controller’s Office.

Any exceptions must be approved by the appropriate Vice President, Chief Business Officer, or President.