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) 2015-2016. Unless otherwise noted, all dates apply to all funds (General Fund, Auxiliary Funds, Student Fee Accounts, Restricted Accounts, and Grants & Contracts) for all purchases and/or services needed by June 30, 2016. Any purchases and/or services for next fiscal year (July 1, 2016 – June 30, 2017) must be dated July 1, 2016 or later.

FRIDAY, May 13:
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, 2016 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 20:
Purchase Requisitions for goods/services with an expected cost between $5,000 and $25,000 should be approved in Banner.

FRIDAY, May 27:
Budget transfers with all appropriate signatures for FY 2015-2016 due in the Budget Office.

FRIDAY, May 27:
Purchase Requisitions for goods/services with an expected cost between $1,000 and $5,000 should be approved in Banner.

FRIDAY, June 17:
Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 1, 2016 or later. All ULM Purchasing Cards will be suspended during this time (June 18, 2016 thru June 30, 2016). 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, 2016 in order to allow for a timely fiscal year-end close.

FRIDAY, June 17:
Check Requests NOT REQUIRING bids (on state contract OR under $1,000 including Petty Cash) to be charged to FY 15-16 due in the Purchasing Department with all required signatures.

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

FRIDAY, June 24:
ALL Interdepartmentals for FY 2015-2016 due in the Controller’s Office.

All CPR’s and Receiving reports (signed & dated) for goods & services charged to FY 15-16 are due in the Controller’s Office in order to be processed for the final check run on June 30, 2016.

FRIDAY, July 1:
Final date for ALL travel expense reports for FY 2015-2016 due in the Controller’s Office.

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