

Fiscal Year 2019-2020 Deadlines May 5, 2020

TO: Budget Unit and Department Heads/& All Employees

FROM: Dr. Bill Graves, ^{BS} Vice President for Business Affairs

The following procedures are required to assure a smooth close for Fiscal Year (FY) 2019-2020. 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, 2020. Banner Requisitions for any purchases and/or services for next fiscal year (July 1, 2020 – June 30, 2021) must have a transaction date of July 1, 2020 or later.

FRIDAY, May 15:

General Fund:

Purchase Requisitions for goods/services with an expected cost greater than \$25,000 should be approved in Banner and appropriate specifications submitted to Purchasing.

Grants and Contracts with Project Dates Ending June 30, 2020 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 and appropriate specifications submitted to Purchasing.

FRIDAY, May 22:

Purchase Requisitions for goods/services with an expected cost between \$5,000 and \$25,000 should be approved in Banner and appropriate specifications submitted to Purchasing.

FRIDAY, May 29:

Budget transfers with all appropriate signatures for FY 2019-2020 due in the **Budget Office**.

Purchase Requisitions for goods/services with an expected cost between \$1,000 and \$5,000 should be approved in Banner and appropriate specifications submitted to Purchasing.

TUESDAY, June 2:

Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 6, 2020 or later. All ULM Purchasing Cards will be suspended during the June billing cycle (June 6, 2020 thru July 5, 2020). CBA Accounts and Travel Cards 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 10, 2020 in order to allow for a timely fiscal year-end close.

FRIDAY, June 12:

Check Requests **NOT REQUIRING** bids (**on state contract OR under \$1,000 including Petty Cash**) to be charged to FY 19-20 are 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 19:

ALL Interdepartmentals for FY 2019-2020 due in the Controller's Office.

All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 19-20 are due in the Controller's Office in order to be processed for the final check run on June 26, 2020.

WEDNESDAY, June 24:

Payroll Action Form Deadline to **Human Resources** for processing on final payroll of FY 19-20. Any late forms submitted after this date will need approval by the appropriate Vice President or President.

FRIDAY, June 26:

Final date for **ALL** travel expense reports for FY 2019-2020 due in the Controller's Office. All P-Card transactions must be completed in Works, and all statements, logs, receipts, and supporting documentation to be received in Purchasing Office for the June 5 statement period.

Any exceptions must be approved by the appropriate Vice President or President.