

## Fiscal Year 2017-2018 Deadlines **May 1, 2018**

**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) 2017-2018. 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, 2018. Any purchases and/or services for next fiscal year (July 1, 2018 – June 30, 2019) must be dated July 1, 2018 or later.

**FRIDAY, May 11:**

**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, 2018 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 18:**

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

**FRIDAY, May 25:**

Budget transfers with all appropriate signatures for FY 2017-2018 due in the **Budget Office**.

**FRIDAY, May 25:**

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

**TUESDAY, June 5:**

Last day to use ULM Purchasing Card for purchases. All use must be delayed until July 6, 2018 or later. All ULM Purchasing Cards will be suspended during the June billing cycle (June 6, 2018 thru July 5, 2018). 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 13, 2018 in order to allow for a timely fiscal year-end close.

**FRIDAY, June 15:**

Check Requests **NOT REQUIRING** bids (**on state contract OR under \$1,000 including Petty Cash**) to be charged to FY 17-18 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 22:**

**ALL Interdepartmentals** for FY 2017-2018 due in the Controller's Office.

All CPR's and Receiving reports (signed & dated) for goods & services charged to FY 17-18 are due in the Controller's Office in order to be processed for the final check run on June 29, 2018.

**FRIDAY, June 29:**

Final date for **ALL** travel expense reports for FY 2017-2018 due in the Controller's Office.

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