



Christopher Viton <chris.viton@unlv.edu>

Fiscal Year-End Information and Important Cut-off Dates

3 messages

UNLV Official <unlvofficial@unlv.edu>

Thu, Mar 19, 2015 at 10:24 AM

Reply-To: finance_official@unlv.edu

To: UNLV Official Submission <unlvofficialsubmission@unlv.edu>

To: Vice Presidents, Deans, Directors and Department Chairs

From: Chris Viton, Controller
Sharrie Mayden, Director Purchasing

Date: March 19, 2015

Re: **Fiscal Year-End Information and Important Cut-off Dates**

It is that time of year again when we begin preparing for the end of the fiscal year which is rapidly approaching and so we ask your assistance in ensuring an orderly closing process. This memorandum provides important information and cut-off dates to be followed for the end of fiscal year 2015. While many managers are familiar with the information provided and is already working on year-end planning, we will be offering training sessions to help in the closing process this year. We encourage all managers to attend. Please note, this memo is divided into three sections; 1.) State fund deadlines for certain transactions, 2.) Cut-off dates for all University accounts and 3.) Training session information.

State Funds Deadlines:

State-appropriated funds are to follow the deadlines below. State fund accounts begin with a 21XX account prefix and need to be expended within the fiscal year. In addition to the deadlines for transaction processing outlined below, we strongly encourage you to begin reviewing all current open purchase orders right away. Do not wait until later in the current year to close or cancel purchase orders. **REMINDER - Purchase orders charging state funds will not be carried over to FY16. Goods or services must be received by 6/30/15. Open end purchase orders are valid for the current fiscal year only and will be closed at the end of the current year (for ALL funding sources). These purchase orders will not roll into the new fiscal year.**

Expense reassignments to State Funds:

Expense reassignments to state funds from self-supporting accounts, including grants, must be submitted to the Controller's Office **by Thursday April 9** to be processed on or before April 30, per Board of Regents policy. Please note any reassignments after April 30, require the President's signature and must be accompanied by appropriate supporting justification to be reported in an annual summary to the Board of Regents per the Board Handbook Title 4, Chapter 9, Section 2 Financial Policies). Requests for expense reassignment may be submitted on an Interdepartmental Requisition (IDR) or memo. It is important to include full account number(s) and object/sub-object code(s), approved by an individual with signature authority, and submitted with supporting documentation that identifies the specific transaction(s) being reassigned.

Please note that expense re-assignments not involving state accounts (such as those for sponsored program accounts) are not subject to this April 30 deadline; however, these must still be completed prior to the end of the fiscal year, June 30.

Interdepartmental Requisition (IDR):

Please remember to reserve funds for June operating expenses not covered by purchase requisitions. Such

expenses include but are not limited to copying, telephone, and motor pool charges. These large service centers have specific cut-off dates to ensure work orders may be processed in June. **Please ensure work orders are submitted to Telecommunications by 5/15, Facilities by 5/20 and Reprographics by 6/23. Delivery Services requires any shipping authorization form received after 5/15 to use a non-state account.** If you have any questions concerning service center charges please contact the appropriate center directly.

For all other deadlines, state-appropriated funds will follow the same cut-off dates established for all accounts.

Cut-off Dates for Other State Funds Transactions and All Other Accounts:

For all other transactions to be expensed in the 2015 fiscal year, departments need to process transactions by the cut-off dates noted below. Please remember these dates are cutoff dates for year-end transaction processing. Departments should continue to routinely process transactions for this fiscal year, on a timely basis prior to year-end. Be sure to include a full account number and object/sub-object code, approval by signature authority, and supporting documentation. Please refer to <http://controller.unlv.edu/> and <http://purchasing.unlv.edu/> web sites for detailed information.

The following cut-off dates are to be followed:

Due Date Transaction

Planning and Construction Projects (5-2500)

General Note: The time it takes to define a Planning and Construction project scope of work, schedule and project budget, to determine if a year-end funded project can be completed within year end deadlines, is variable, based on the components and requirements of the project and the services needed to define these items. In general, from the receipt of a work request, for simple scope project requests from a user with all project information readily available, this may require approximately 2-3 weeks. For more complex projects, this will take longer. Users are advised to submit their work requests as soon as possible for year-end funds projects, and have as much information as possible available (i.e. space or other needs, equipment requirements or information supported with detailed specifications, other information) when the work request is submitted.

Work Requests may be submitted to Planning and Construction at <http://iservicedesk.unlv.edu/Request.aspx?ISD=PC>

3/13 Work Requests where construction scope of work is expected to equal or exceed \$100,000

To allow sufficient time to develop the scope of work, project estimate and related approvals, these work requests should have been submitted by **Friday, March 13, 2015**. During the scoping and estimating phase of the work request, assessments will be made and users notified if the project is feasible to complete or not complete within year-end funds deadlines for completion of work, project close-out and final project payments. Construction scope of work expected to equal or exceed \$100,000 must have construction completed no later than May 29, 2015 as this value level of construction requires additional project close-out procedures, which affect final payment timing, to meet year-end funds requirements. As Planning and Construction projects require purchase requisitions through the Purchasing Office, Purchasing Office deadlines will be in effect as a part of Planning and Construction projects.

3/20 Work Requests where total project budget is expected to be between \$50,000 and \$100,000

To allow sufficient time to develop the scope of work, project estimate and related approvals, these work requests need to be submitted no later than **Friday, March 20, 2015**. During the scoping and estimating phase of the work request, assessments will be made and users notified if the project is feasible to complete or not complete within year-end funds deadlines for completion of work, project close-out and final project payments. As Planning and Construction projects require purchase requisitions through the Purchasing Office, Purchasing Office deadlines will be in effect as a part of Planning and Construction projects.

4/10 Work Requests where total project budget is expected to be under \$50,000

To allow sufficient time for to develop the scope of work, project estimate and related approvals, these work requests need to be submitted no later than **Friday, April 10, 2015**. During the scoping and estimating phase of the work request, assessments will be made and users notified if the project is feasible to complete or not complete, within year-end funds deadlines for completion of work, project close-out and final project payments. As Planning and Construction projects require purchase requisitions through the Purchasing Office, Purchasing Office deadlines will be in effect as a part of Planning and Construction projects.

Purchasing Office (5-3521)**4/3 Purchase requisitions equal or exceeding \$50,000**

To allow sufficient time for competitive solicitation process, these requisitions need to be submitted no later than **April 10th**.

4/24 Purchase requisitions under \$50,000

In order to ensure that goods and services are received by **June 30**, all other purchase requisitions under the competitive solicitation threshold of \$50,000 must be submitted by **April 30th**. Please remember to take into account any requests with long lead times. Submit your requisitions allowing time for suppliers to get items here and invoiced by close of business **Tuesday, June 30**.

6/10 Procurement Card Transactions (4-2273)

Cardholders are encouraged to reconcile daily. During the last month of the fiscal year, there will be **two closings**. Unlike other months, there will be no grace period. The first close will be **June 11** and the last close will be **June 22**. To ensure transactions are captured in the current fiscal year, any purchases using state funds should be placed by **June 10**.

Delivery Services (5-3212)**5/15 Items requiring Shipping Authorization (SHP)**

Receiving requires that any shipping authorization form charging a state account must be received by **May 15**. Any shipments made after **May 15** must use a non-state account.

Cashier's Office (5-3924)**6/29 Departmental Cash Receipts:**

All departments depositing departmental cash receipts with the Cashier's Office must bring their deposits to the Cashier's Office no later than **3:00 PM, on Monday 6/29**.

6/30 Bank Deposits:

Departments that make deposits directly to the bank must bring deposit receipts to the Cashier's office no later than **10:00 AM, on Tuesday 6/30** for the Cashiers Office to process.

7/7 Accounts Payable Invoices (5-1157)

Vendor invoices include invoices for purchase orders and service contracts. Goods and services must be received by close of business Tuesday, **June 30, 2015**. Invoices are due no later than **July 7**. The last check run for the campus is **July 8**.

6/30 Payment Vouchers (PV's)

PV's charged against FY15 funds must be for goods and services received by **June 30**. If the goods or services are received after June 30 the PV expense will be posted to the new fiscal year. All PV must be received in Accounts Payable by **July 7**.

6/12 Independent Service Providers (ISP's) / Independent Contractors:

Please complete the Independent Service Providers (ISP's) form for independent contractor payment request. Be sure to provide tax identification number. Contracts must be submitted to Accounts Payable by **June 12** to be processed prior to FY15 cutoff (services must be received by 6/30).

7/7 Travel (5-1156)

Any trip, in-state or out-of-state, beginning in June and ending in July will be charged in its entirety to the fiscal year into which the majority of expense falls. All travel advances issued with 21XX funds must be cleared as per the policy before year-end close. Outstanding advances for funds from other than 21XX accounts at year-end will be carried forward to the new year. All travel documents must be received in Accounts Payable by **July 7**.

6/16 Payroll (5-3825)

The final payroll cycles that will be charged to FY15 are as follows:

5/31/15 (053) Faculty/Professional/Grad Appointments - all monthly paid employees

6/25/15 (062) Classified/Students/Hourly/Casual Labor - all semi-monthly paid employees

General Accounting (5-3957)**Interdepartmental Requisition (IDR)**

Certain major service centers on campus, for example Telecommunications, Reprographics, and Facilities, have early cut-off dates for state funds as noted above, to ensure work orders can be completed by fiscal year-end.

Tentatively, all FY15 IDRs involving a state accounts should be on-line (Advantage) or into General Accounting by the end of the business day on **Wednesday, July 1**.

Tentatively, all other FY15 IDRs should be on-line or into General Accounting by the end of the business day on **Thursday, July 2**.

Training Sessions:

Training sessions will be offered for purchasing transactions and for financial transactions. These sessions are intended to answer questions and assist account managers in the year end closing process. The training will be held at the **Human Resource Training Facility, CSB room 212G**.

Purchasing:

Date: Wednesday, March 25, at 2:00 to 3:30.

Financial: (Accounts Payable, Payroll, Travel, General Accounting)

Date: Wednesday, May 6, at 10:00 to noon.

We encourage you to attend one of the sessions. In addition to the sessions above, the training program documents will be posted on the Controller and Purchasing websites following the training sessions.

If you have any questions concerning a specific transaction please contact the appropriate department. Contact numbers are provided in parenthesis for each department.

We would appreciate your feedback concerning the training. Comments may be addressed to the Controller at Chris.Viton@unlv.edu. Thank you for your cooperation in the year-end closing.

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This message has been distributed to the UNLV campus via the UNLV Official list server.

For information regarding the policies that govern this list and to learn how to post messages to it, go to <http://oit.unlv.edu/emailcollaboration/infoandofficial.html>

Paula Gonzales <paula.gonzales@unlv.edu>

Fri, Mar 20, 2015 at 10:47 AM

To: Sharrie Mayden <sharrie.mayden@unlv.edu>, Christopher Viton <chris.viton@unlv.edu>

FYI

----- Forwarded message -----

From: **Kelly Owsley** <kelly.owsley@unlv.edu>

Date: Fri, Mar 20, 2015 at 8:18 AM

Subject: Fwd: Fiscal Year-End Information and Important Cut-off Dates

To: Paula Gonzales <paula.gonzales@unlv.edu>

FYI - There was some confusion on the dates for submitting purchase requisitions for FY 15.

----- Forwarded message -----

From: **Darrell Lutey** <darrell.lutey@unlv.edu>

Date: Thu, Mar 19, 2015 at 11:44 AM

Subject: Re: Fiscal Year-End Information and Important Cut-off Dates

To: Georgia Stergios <georgia.stergios@unlv.edu>, Kelly Owsley <kelly.owsley@unlv.edu>

The due dates don't match the dates in the text? I.e, purchainsg requisitions more then 50K say due by 4/3 in header, then 4/10 in text, and the same for under 50k? which dates are correct?

Purchasing Office (5-3521)

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Darrell Lutey

Assistant Director, [702-895-0763](tel:702-895-0763)

Office of Information Technology, UNLV

CBC B129 / Mail Stop 7040

<http://oit.unlv.edu> | [Twitter@unlv_oit](https://twitter.com/unlv_oit)

IT Help Desk: [702-895-0777](tel:702-895-0777)

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Paula Gonzales, C.P.M.

Assistant Director

UNLV Purchasing and Contracts

PH [702-895-0982](tel:702-895-0982)

Chris Viton <chris.viton@unlv.edu>
To: Paula Gonzales <paula.gonzales@unlv.edu>
Cc: Sharrie Mayden <sharrie.mayden@unlv.edu>

Sun, Mar 22, 2015 at 8:46 AM

Paula,

Thanks - looks like we missed that. I have the correct dates from Purchasing's initial response to the request for updates as the dates we have in the body of these sections (4/10 and 4/30). I've updated my copy of the draft that we use to proforma the next year. Let me know if you think we need to send out a correction or if you would rather handle as questions come up.

Chris.

Chris Viton
Controller
University of Nevada, Las Vegas
[\(702\) 895-5578](tel:702-895-5578)
chris.viton@unlv.edu
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