

Georgia Southern University
Intracampus Memo
OFFICE OF THE VICE PRESIDENT FOR BUSINESS AND FINANCE

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<http://services.georgiasouthern.edu/vpbf/>

TO: All Budget Units

FROM: Joe Franklin
Vice President for Business and Finance

DATE: February 29, 2008

SUBJECT: Year End Deadlines – Fiscal Year 2008

Fiscal Year 2008 is nearing its close. The following deadline schedule is prepared to assist departments in planning and making all appropriate charges and encumbrances to your budget accounts. Please note that the deadlines apply to all purchases and transactions regardless of whether funded by the state or other fund sources.

Please keep in mind that these are the final dates for each transaction type. Making purchases and/or other transactions in advance of the deadline helps prevent backlogs and ensures earlier receipt of your purchase or request. **Deadline dates provided indicate date transaction request must be received in the office processing the transaction** (i.e., Purchase Requisition to Procurement and Contract Services or Travel Expense Statements to Accounts Payable).

- March 14 Deadline for purchasing items requiring a state purchase order (items in this category include purchase in excess of \$100,000, which are not covered by state contract.)
- May 1 Deadline for purchasing items requiring field purchase orders from \$5,000 to \$100,000, which must be put out for public bid. Technology purchases requiring IT Services approval must be submitted to IT Services by April 25th.
- May 1 Deadline for requesting purchase of all vehicle types. Submission of Purchase Requisition does not guarantee purchase of vehicle. The State Department of Administrative Services – Fleet Management must approve all vehicle purchases. GSU Procurement and Contract Services request approval following receipt of departmental Purchase Requisition.
- May 23 Deadline for departmental purchase of items requiring field purchase orders up to \$5,000 and items covered by state contract. Deadline date provided indicates date in which Purchase Requisition must be received in Procurement and Contract Services Office. Technology purchases requiring IT Services approval must be submitted to IT Services by May 16th.
- June 6 Deadline for submitting to Accounts Payable Travel Expense Statements for University travel occurring prior to May 31, 2008.
- June 15 Deadline for purchasing items with the GSU purchasing card (VISA). Purchases posted to Bank Card Account at end of business day of deadline will be expensed in FY08. Purchases posted after the deadline, regardless of order date, will be expensed in FY2009.
- June 23 Deadline for check requests with supporting invoice for items outside Purchase Requisition and Purchasing Card requirements.
- June 23 Deadline for all Petty Cash Reimbursement Request to be submitted to Accounts Payable. Submit all FY2008 request regardless of amount by deadline.
- June 27 Deadline for all departmental purchases such as University Store and Eagle Print Shop.
- June 30 Deadline for submitting to Accounts Payable Travel Expense Statements for University travel ending between the dates of June 1 and June 25th. Travel ending June 26 through June 30, 2007 will be expensed in FY 2009.

June 30 Deadline for deposits to be recorded in FY2008. Must be received in Cashier's Office prior to 4PM. Daily deposits should continue to be made through the month of June.

Please submit only FY2008 purchase requisitions or FY2008 "annual contract" renewal requisitions in May and June. Should it be necessary to submit an FY2009 purchase requisition prior to July 1, please mark the purchase requisition "FY2009" in red ink at the top right hand corner of the form.

Please be sure to share this information with others in your office responsible for processing these requests or who utilize these services. This document and attached "Quick Reference" are located on the Controller Division web site at: <http://services.georgiasouthern.edu/controller/>

JF/kb

**Georgia Southern University
Fiscal Year End Deadlines – Fiscal Year 2008
Quick Reference**

Transaction Type	Item Size	Item, Vendor, Traveler	Deadline
Purchases			
Purchase Requisition	Greater than \$100,000	Requires Bid Process by State Purchasing	March 14, 2008
Purchase Requisition	\$5,000 to \$100,000	Requires Bid Process by GSU Materials Mgt	May 1, 2008
Purchase Requisition	\$3,000 to \$5,000	Items on State Wide Contract	May 23, 2008
Purchase Requisition	All Vehicles	Requires purchase approval by State Purchasing	May 1, 2008
VISA/P Card	All	NOTE: Purchases posted to Bank Card Account at end of business day of deadline will be expensed in FY08. Purchases posted after deadline, regardless of order date, will be expensed in FY2009.	June 15, 2008
Intra-Campus Purchases	All	University Store, Print Services	June 27, 2008
Travel	All(In & Out of State)	Travel prior to May 31, 2008	June 6, 2008
		Travel June 1 through June 25, 2008	June 30, 2008
		Note: Travel occurring June 26 through June 30, 2008 will be expensed in FY 2009	
Petty Cash Reimbursements	All		June 23, 2008
Check Requests	All		June 23, 2008
Deposits in Cashier's Office	All		June 30, 2008 Prior to 4:00P.M.