



To: Deans, Directors, Department Heads and Secretaries
From: Traycee Martin, Interim Vice President for Finance and Administration
Date: February 17, 2009
Re: **Budget Deadlines for Year-End**

The following guidelines have been established for departments regarding their fund 10000, 10500, and 10600 budgets, which must be returned to the state if they are not spent or encumbered by June 30, 2009. These guidelines are pivotal in allowing the University to allocate strategically all funds in the most efficient manner.

Departments have until **March 31, 2009** to authorize encumbrances and expenditures from their FY 2009 departmental funds. Departments should plan their expenditures through year-end and send budget amendments to Budget Services by March 13, 2009.

Planned encumbrances and/or expenditures should be handled via one of the following methods:

- **Encumber** via a service request form sent to Business Services if the total cost is **less than \$100,000**. However, please note that the deadline for purchases over \$100,000 is March 1, 2009 with all specifications complete. These transactions will be automatically recorded in the accounting system and do not need to be included in projections.
- **Submit Requests for Authority to Travel** through 6-30-09 via Employee Self Service. A Request is required for **all** April, May and June Travel – **even for employees with Standing Authorization to Travel**. If trips are not taken, please immediately cancel the Travel Authorization (T-Auth) by logging into to Self Service.
- **Spend** funds via a service request form thorough March 31, or via purchasing card transactions through March 16, 2009. These transactions will be recorded in the accounting system and do not need to be included in projections.
- **Project** expenditures for April, May and June using the tab titled “4QEST” on the Departmental Budget Tracking Spreadsheet located on the Budget Services website:

<http://www.valdosta.edu/finadmin/financial/budget.shtml>

Please remember that the following items are not automatically encumbered and should be included on departmental projections.

- Student Assistant and Temporary payroll (time projected to work from 3/21/09 through 6/26/2009)
- Auto Repair or Department Funded Plant Maintenance
- Central Stores
- Telecommunications
- Printing
- Fuel Card
- Mail
- Purchasing Card

Beginning April 1, Budget Services will calculate available funds by divisional area using the information departments submitted by March 31. Divisional Vice Presidents or Cabinet members will approve all FY 2009 divisional spending through April 30th. Funds availability will be verified for all transaction types.

After April 30th, only approved Strategic Initiatives will be processed from FY2009 funds.

The Fiscal year end transaction processing deadlines for all other funds will be published on May 4th.

We ask for your assistance in sharing these deadlines with all employees, especially employees traveling on University business. Thank you for your assistance in meeting these deadlines and informing those in your departments and divisions. Please call if you have any questions or comments.

Cc: Dr. Patrick J. Schloss, Dr. Kurt Keppler, Mr. Joe Newton, Dr. Louis Levy, Mr. Herb Reinhard, Ms. Maggie Viverette, Ms. Laverne Lewis-Gaskins, Dr. Kristina Cragg, Mr. John Crawford