



To: Deans, Directors and Department Heads and Secretaries
 From: Traycee Martin, Financial Services
 Date: May 12, 2008
Re: Fiscal Year-End 2008 Processing Procedures and Deadlines

The Budget Advisory Council asked all departments to submit an estimate of funds 10000, 10500, and 10600 state resources spending to Budget Services by March 31, 2008. We continue to use these estimates to project available initiative funding.

We recognize business doesn't stop, so the following procedures for funds 10000, 10500, and 10600 expenditures will be used in May and June:

- If the expenditures **were included** on your department's March 31 estimate, please note "EST" on the service request form and forward to me in Financial Services for processing.
- If the expenditures **were not included** on your department's March 31 estimate, please note "NOT EST" on the service request form and forward to your Cabinet Level Officer for consideration and presentation to the Budget Advisory Council for approval.

Finally, we present the following deadlines for timely financial processing for fiscal year end (this includes items on your March 31 estimates). **Please note that these deadlines apply to all VSU transactions, regardless of the source of funds.** We ask that you assist us by 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 division. Please call us if you have any questions or comments.

Transaction Type	Description	Year-End Processing Deadline	
Check Requests	Only for items outside of current Purchase Request and P-Card guidelines.	Friday, May 30, 2008	
Per Diem Requests		Friday, May 30, 2008	
Auto Repair or Department funded Plant Maintenance		Friday, June 6, 2008	
Central Stores		Friday, June 13, 2008	
Printing		Friday, June 13, 2008	
Fuel Card		Friday, June 13, 2008	
Mail		Friday, June 13, 2008	
Prepaid Registration		Friday, June 20, 2008	
Purchasing Card		The timing of P-Card transactions depends on the vendor's processing schedule. Financial or Business Services CANNOT GUARANTEE WHICH YEAR EXPENSES WILL BE CHARGED TO unless the vendor completes the transaction by the June 15th statement date.	Complete all transactions by Friday, May 30, 2008
Travel Reimbursement (Submitted on a Travel Expense Statement with required approvals)		Travel Prior to May 30, 2008	Friday, May 30, 2008
	All June Travel	Friday, June 27, 2008	
Petty Cash	For expenditure receipts dated BEFORE June 1, 2008	Monday, June 30, 2008	
	For expenditure receipts dated on or AFTER June 1, 2008	Reimbursement will be in Fiscal Year 2009	
Deposits (Revenue)	Please make daily deposits during the month of June	The Bursary will remain open until 6:00 pm on Monday, June 30, 2008	