



To: Deans, Directors and Department Heads and Secretaries

From: Traycee Martin, Interim Vice President for Finance and Administration

Date: May 6, 2009

**Re: Financial Services Fiscal Year 2009 Processing Deadlines**

In March, the Budget Advisory Council asked all departments to submit an estimate of funds 10xxx state resource spending to Budget Services. To ensure the timely processing of the actual payments related to those estimates from funds 10xxx as well as payments from all other sources of funds, presented below are the deadlines for all financial processing, including deposits of revenue to the Bursary. **Please note that these deadlines apply to all VSU transactions regardless of funding source.**

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 if you have any questions or comments.

Transaction Type	Description	Deadline
Payment Requests	Only for items outside Purchase Request and Purchasing Card guidelines.	Friday May 29, 2009
Auto Repair or Department funded Plant Maintenance		Monday June 1, 2009
Central Stores		Monday June 15, 2009
Printing		Monday June 15, 2009
Fuel Card		Monday June 15, 2009
Mail		Monday June 15, 2009
Prepaid Registration		Friday June 19, 2009
Purchasing Card	Expensing Purchasing Card transactions depends on the vendor's processing schedule. Financial or Business Services <b>CANNOT GUARANTEE WHICH YEAR EXPENSES WILL BE CHARGED</b> unless the vendor completes the transaction by the June 15th statement date.	Complete all transactions by Friday May 29, 2009
Travel Reimbursement	<b>Travel Prior to May 31, 2009</b>	Friday May 29, 2009
	<b>All June Travel</b>	Monday June 22, 2009
Petty Cash	For expenditure receipts dated BEFORE June 1, 2009	Monday June 22, 2009
	For expenditure receipts dated AFTER June 1, 2009	Reimbursement will be in Fiscal Year 2010
Deposits (Revenue)	<b>Please make daily deposits during the month of June</b>	The Bursary will remain open through 6pm on Tuesday June 30, 2009

**Note:** In previous years we made exceptions to the above deadlines in cases of emergencies or unforeseen delays. However due to new audit rulings the auditors have informed us that we cannot make payments in July and back date it to June as we have done in the past as this will result in an audit findings. Therefore any payment requests received after the above dates will not be processed until fiscal year 2010 in July.

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