

**College of Agricultural Sciences
Administrative Services Year-End Closing Guidelines for 2016/2017**

May 1, 2017, Monday

Fiscal Year End Reminders for May 2017

Purchase Order Change Forms-

Please cancel or decrease encumbrances on standing orders as soon as possible to release funds back into D.A.

CRFN's - Please RESOLVE CRFN's in a timely manner.

P-CARDS - Please Reconcile all Purchasing Card Transactions including those in **ERS**.

ERS - Reports need to be processed in a **timely** manner.

Miscellaneous - Review all grants and contracts scheduled to terminate **6/30**.

May 22, 2017, Monday

36 Week Supplemental Salary Requests for June to **Bambi Homan**.

May 23, 2017, Tuesday

Purchase requisitions \geq \$10,000.00 requiring competitive bidding or price justification.

**College of Agricultural Sciences
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June 2, 2017, Friday

Fiscal Year End Reminders for June 2017.

Purchase Order Change Forms- Please cancel or decrease encumbrances on standing orders as soon as possible to release funds back into D.A.

CRFN's- Please **RESOLVE** CRFN's in a timely manner.

Purchasing Cards- Please reconcile all Purchasing Card Transactions including those in **ERS**.

Please Note: Purchases with transaction dates of July 1st or later cannot be charged to the old year. Please be sure cardholders give themselves plenty of time to make purchases **before June 30th**, and be sure vendor knows to complete (settle) the transaction by that date! (*e.g. you could make a purchase on June 29th but the vendor may not settle the transaction until July 1st- the transaction date would be July 1st and would then be charged to the new year.*)

ERS- Reports need to be processed in a timely manner.

SRFC's- All New Year documents with back up processed prior to 7/1/2017 should have a note attached to the front of the backup indicating **FISCAL YEAR 2017-2018**.

June 14, 2017, Wednesday

2016/2017 E-buy plus Purchase Orders due to Angie Auman.

Purchase requisitions < \$10,000.00

June 20, 2017, Tuesday

Request for Salary Redistribution Forms to **agsalredist@psu.edu**.

June 21, 2017, Wednesday

Foreign Invoices due to Purchasing Services to be charged for the Fiscal Year **2016-2017**.

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June 22, 2017, Thursday

General Stores eBuy Orders must be through the order entry process by **June 22 @ 3:30 p.m.** to be processed and billed against the 2016-2017 Fiscal Year.

June 23, 2017, Friday

36 Week Supplemental Salary Requests for July with current salary rate to **Bambi Homan**.

Purchase Order Change Forms due to **Angie Auman**.

Limited Orders due to **Angie Auman**.

June 28, 2017, Wednesday

Autoposted P-Card Transactions must be to **Angie Auman** by **12:00 PM**.

2016-2017 Electronic SRFC's with Paper backup due to **Angie Auman**.

Pcard transaction, processed by **Angie**, due to **Angie Auman**.

12:00 PM 2016-2017 ROCR's Deposit Bags to **Creamery Business Office, 119 Food Science Building**.

ROCR copies to **Natashia Richardson, 210 Ag Admin**.

ERS Reports must be submitted and approved to the College of Ag Sciences financial office in order to process for Fiscal Year 2016-2017 by 5:00PM.

**** There will be no exceptions ****

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June 30, 2017, Friday

Dept. Rebudgeting - Budget Amendment Requests to Denise Miller.

Income - Budget Amendment Requests to Natasha Richardson.

2016-2017 Petty Cash fund SRFC's to Natasha Richardson.

2016-2017 Receipts for Petty Cash to Natasha Richardson.

2016-2017 Electronic SRFC's, with no backup required, due to Angie Auman.

IDCC's and Journal Vouchers due to Angie Auman.

Wage Payroll Transfer forms due to Angie Auman.

July 3, 2017, Monday

Fiscal Year End Reminders for July 2017.

CRFN's- Please RESOLVE CRFN's in a timely manner.

New Year Orders- All New Year paper documents with backup processed prior to 7/1/2017 should have a note attached to the front of backup indicating **FISCAL YEAR 2017-2018.**

2017-2018 - Budget Amendments- cannot be initiated or processed until mid August.

July 10, 2017, Monday

Begin Processing FY 2017-2018 ERS Forms.

Purchasing Card Transactions must be completely processed by 4:00 PM.

July 11, 2017, Tuesday

Begin Processing FY 2017/2018 SRFC'S

July 18, 2017, Tuesday

Fall 2017- Spring 2018 Graduate Assistantship reappointments to Denise Miller and all needed backup.

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July 21, 2017, Friday

36 week Supplemental Salary Requests for August to **Bambi Homan**.

August 2, 2017, Wednesday

Fall 2017- Spring 2018 Graduate New Appointments to **Denise Miller** and all needed backup.