



Office of Administrative Services  
College of Agricultural Science  
Year-End Closing Guidelines for 2018/2019

**Fiscal Year End Reminders:**

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

**CRFN** - Please RESOLVE CRFN entries in a timely manner.

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

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

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

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**May 23, 2019, Thursday**

Purchase requisitions  $\geq$  \$10,000 requiring competitive bidding or price justification.

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**June 2, 2019, Saturday**

**Fiscal Year End Reminders for June 2019.**

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

*Please Note:* Purchases with transaction dates of July 1 or later cannot be charged to the old year. Please advise cardholders to allow plenty of time to purchase **before June 30<sup>th</sup>**; they may need to ask the vendor to complete (ship/settle) the transaction by that date! (e.g. you could make a purchase on June 29 but the vendor may not settle the transaction until July 1, the transaction date will be July 1 and will then be charged to the new year.)

**SRFC's** All New Year documents with back up processed prior to 7/1/2019 should have a note attached to the front of the backup indicating **FISCAL YEAR 2019-2020**. Make sure to change the fiscal year on the IBIS document.

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**June 12, 2019, Wednesday**

**2018/2019** Purchase Requisitions < \$10,000 due to your Dept. contact in Admin Services.

**Foreign Invoices due to Purchasing Services** to be charged for the Fiscal Year 2018-2019.

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**June 20, 2019, Thursday**

General Stores eBuy Orders must be through the order entry process by **June 20 @ 3:30 PM** to be processed and billed against the 2018-2019 Fiscal Year.

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**June 25, 2019, Tuesday**

**Purchase Order Change Forms** due to Dept. contact in Admin Services.

**Autoposted P-Card Transactions** must be to Dept. contact in Admin Services by **12:00 PM**.

**2018-2019 Electronic SRFC's with Paper** backup due to Dept. contact in Admin Services.

**PCard transaction**, processed by Admin Services, due to Dept. contact in Admin Services.

**12:00 PM: 2018-2019 ROCR's** Deposit Bags to **Creamery Business Office, 119 Food Science Building**.

**ROCR** copies to Dept. contact in Admin Services.

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**June 28, 2019, Friday**

**2018-2019 Petty Cash fund SRFC's** to Dept. contact in Admin Services.

**2018-2019 Electronic SRFC's, with no backup required**, due to Dept. contact in Admin Services.

**IDCC's and Journal Vouchers** due to Dept. contact in Admin Services.

**ERS Reports** must be submitted and approved to the Dept. contact in Admin Services by **5:00PM**, in order to process for Fiscal Year 2018-2019.

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

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**July 9, 2019, Tuesday**

Begin Processing **FY 2019-2020** ERS Forms

PCard Transactions with dates prior to July 1 must be completely processed by **4:00 PM**.

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**July 10, 2019, Wednesday**

Begin Processing **FY 2019/2020** SRFC'S

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**Mid-August**

Begin processing 2019/2020 Budget Amendments

Begin sending budget amendment requests to Administrative Services for processing