

NORTHWEST MISSOURI STATE UNIVERSITY

DATE: January 28, 2009
TO: Account Custodians
FROM: Ray Courter, Vice President for Finance & Support Services and Ann Martin, Director of Purchasing
RE: End of Fiscal Year Accounting and Purchasing Schedule for FY 08-09

Listed below are the FY 08-09 cutoff dates for processing various financial transactions. These dates are being established now in order to provide an organized way in which to end the year, to comply with the schedule as already outlined by the State Division of Purchasing, and to accommodate accounting procedures of the University Financial Records System.

Purchasing - Phone 1177 or 1570

VP for Finance & Support Services - Phone 1101 or 1124

Exceptional Circumstances (EMERGENCY PURCHASES) MUST include a "Letter of Justification" from the account custodian. Please spend time planning your purchasing needs.

Certain premises need to be kept in mind as documents are processed according to the dates below:

- 1. Documents MUST be received in the Accounting/Purchasing Office before the close of the business day on date specified.
2. Cutoff dates presume that proper signatures, proper invoices, proper receipts, etc. are a part of the document.
3. The FY 08-09 budgets to be charged must have a sufficient balance to cover the amount encumbered.
4. Any cost increases, above the encumbered amounts, which occur after June 30, 2009 on FY 08-09 orders, will be charged to FY 08-09 budgets.
5. If a department wishes to encumber a future FY 09-10 account prior to June 30, 2009, call Purchasing for instructions. Orders must be for delivery after July 1, 2009.
6. Year End accrued expenditures take precedence over cut-off dates often resulting in additional costs charged to the old year because merchandise or services have been received and billed prior to June 30.

END OF FISCAL YEAR 2009-09 ACCOUNTING & PURCHASING SCHEDULE

Cutoff Date - 2009

- Feb. 6, Friday Telecommunications and Insurance: Purchase requisitions for telecommunications and insurance, which must be competitively bid and charged to FY 08-09 budgets.
Feb. 6, Friday Copy Machines and Vehicles: Purchase requisitions for copy machines and vehicles which must be competitively bid and charged to FY 08-09 budgets.
Feb. 13, Friday Capital Improvement (state appropriated funds): Purchase requisitions for requirements \$3000 and over which must be competitively bid.
Feb. 27, Friday Vehicle Contract Releases: Purchase requisitions resulting in Contract Releases against valid State of Missouri Contracts for vehicles.
March 13, Friday Missouri Vocational Enterprise (MVE) and Other Entity Contracts: Purchase requisitions resulting in purchase orders to MVE or using other entity contracts.
March 27, Friday Requisitions and Combined-Like-Item Requisitions: For requirements \$3000 and over which must be competitively bid by the university purchasing office.
May 15, Friday Computer, Data Processing Hardware and Copy Machine Contract Releases: Requisitions resulting in contract releases against valid State of Missouri contracts for computers, data processing hardware and software, and copy machines.
May 15, Friday All Other Contract Releases: Purchase requisitions resulting in Contract Releases against valid State of Missouri contracts.
May 15, Friday Capital Improvement: Purchase requisitions for requirements \$25,000 and over which are not competitively bid such as advertising and consulting services.
June 12, Friday Local Contract Releases: Purchase Requisitions resulting in purchase orders against valid University local contracts and local blanket contracts.
June 12, Friday Transportation: Trips completed by June 1 will be charged to FY 08-09.
June 12, Friday Purchase Requisitions under \$3000: A purchase order is to be placed in FY 08-09 and encumbrance is to occur in FY 08-09.
June 19, Friday Central Stores: Orders received by Central Stores after June 19 will be charged to FY 09-10.
June 19, Friday Postage/Copy, Telephone Chargebacks: Expenses after June 19 will be charged to FY 09-10.
June 22, Monday Direct Pay Vouchers: Charged to FY 08-09.
June 22, Monday Library and Textbook Invoices: Charged to FY 08-09.
June 22, Monday Employee Travel Vouchers: Charged to FY 08-09.
July 17, Friday Journal Vouchers: All Journal Vouchers pertaining to FY08-09 must be received by the Accounting Office.

\*Authorization for computers and data processing hardware must be received by Dr. Rickman by the close of the business day March 20, 2009.

NOTE: Year End accrued expenditures take precedence over cut-off dates often resulting in additional costs charged to the old year.

This form is also available on the Purchasing web site