



Important purchasing and accounting deadlines

These deadlines are established to provide an organized way to end the fiscal year and to accommodate University purchasing and accounting procedures.

For more information, contact purchasing at nwpurch@nwmissouri.edu or accounting at accountspayable@nwmissouri.edu.

All merchandise must be received by Wednesday, June 30, 2021, to use FY21 budget.

- Note expected delays in delivery due to COVID-19.
- Cutoff dates indicate the documents should be completed, submitted and received before the close of the business on the specified date. This includes the bidding of items and services.
- Cutoff dates presume that proper signatures, proper invoices, proper receipts, etc., are a part of the document.
- The FY budgets to be charged must have a sufficient balance to cover the amount encumbered.
- Departments wishing to encumber a future FY22 purchase requisition prior to July 1, should contact purchasing for instructions. Orders must be for delivery after July 1, 2021.
- Ownership of commodities and dates of service take precedence over fiscal year-end cutoff dates, often resulting in additional expenditures charged to the current year because merchandise or services will be received and billed prior to July 1.

End-of-fiscal year accounting and purchasing schedule: All expenses will be reviewed by accounting to determine the proper fiscal year to charge, whether to post in FY21 or charge to FY22 (current fiscal year is FY21 and new fiscal year is FY22).

Purchase requisitions: All merchandise must be received by Wednesday, June 30, for FY21 purchase requisitions. If in doubt about the fiscal year, or if you need to initiate a new fiscal year purchase requisition, contact purchasing at nwpurch@nwmissouri.edu for assistance.

Central Stores: Central Stores is closed June 26-30 for inventory processes. All purchase requisitions for FY21 orders must be completed by close of business Friday, June 25.

Direct pay vouchers: Weekly check runs will be adjusted temporarily for fiscal year processing. The final deadline for documents in the current fiscal year is Wednesday, June 23, to guarantee inclusion in the last accounts payable check run of the fiscal year scheduled on Monday, June 28. The first check run in the new fiscal year is scheduled for Thursday, July 8, with a deadline for documents on Friday, July 2.

Direct pay vouchers received in July will be reviewed by accounting staff to determine if the goods or services were received prior to July 1. If so, they will be accounted for as expenses in the current fiscal year. All others will be accounted for as expenses in the new fiscal year.

Employee Travel Expense vouchers: Same deadline as direct pay vouchers.

Travel expense vouchers received in July will be reviewed by accounting staff to determine if travel occurred prior to July 1. If so, they will be charged as expenses in the current fiscal year. All others will be charged as expenses in the new fiscal year. You may submit separate travel vouchers if your travel expenses overlap fiscal years, but this is not required. If a single travel voucher is received and overlaps fiscal years, a decision will be made to determine the fiscal year that will be charged.

The mileage reimbursement rate for FY22 will be 42 cents per mile, which is the same rate that applies for FY21.

Journal vouchers: Journal vouchers for the current fiscal year must be received in the accounting office no later than Wednesday, June 23. Please indicate "FY 2021" clearly on the face of the journal voucher. Journal vouchers received in July will be reviewed by accounting staff to determine if the transaction should be posted prior to July 1. If so, they will be posted in the current fiscal year. All others will be posted in the new fiscal year.

Purchasing cards (Visa): All June 2021 Visa expense reports are due to accounting by Tuesday, July 20. The statement will be for June transactions and will be charged to the current fiscal year. All expenses will be reviewed by accounting to determine the proper fiscal year to charge, whether to post in FY21 or charge to FY22.

This form also is available on the purchasing website at www.nwmissouri.edu/services/purchasing/info.htm.

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