INTEROFFICE MEMORANDUM

**To:** BCC-FAS

**From:** Shirley Slaughter, Director of Business and Administrative Services

**Date:** February 3, 2014

**Subject:**  Fiscal Year-End 2012-2013 Cut-Off Dates

This year the purchasing cut-off for the Unrestricted Funds differs from prior year. **The cut-off is split between tangible items and services.** The following is a summary of our internal purchasing cut-off dates:

|  |  |  |
| --- | --- | --- |
| Transaction | Due to Business Office | Due to District |
| Purchasing Cut-off (Fund 01) Requisitions and Purchase Orders -Tangible Items | **Friday, April 4, 2014** | **Friday, April 11, 2014** |
| Purchasing Cut-off (Fund 01) Requisitions and Purchase Orders – Services | **Friday, May 5, 2014** | **Friday, May 12, 2014** |
| Purchasing Cut-off  (Other Funds) Requistions and Purchase orders | **Friday, May 5, 2014** | **Friday, May 12, 2014** |
| Warehouse Cut-off | **Friday, June 6, 2014** | **Friday, June 13, 2014** |
| Deposits Cut-off (Checks due to the District Office) | **Friday, June 6, 2014** | **Friday, June 13, 2014** |
| Personnel Actions Cut-off (ePAFs) | **Friday, June 13, 2014** | **Friday, June 20, 2014** |
| Accounts Payable Cut-off (Invoices to Accts Payable) | **Friday, July 18, 2014** | **Friday, July 25, 2014** |
| Journal Entries Cut-off (Expense Transfers) | **Thursday, July 24, 2014** | **Friday, August 1, 2014** |
| Payroll Adjustment Request Cut-off | **Thursday, July 24, 2014** | **Friday, August 1, 2014** |

**KEY OR IMPORTANT NOTES**:

1. The dates listed above are the last processing dates for various types of transactions. If  
 multiple steps are required before a transaction can be fully posted, you must consider all  
 the steps and ensure that the last step takes place according to the dates on that list. For   
 instance, if you are processing a transaction that requires an increase to an encumbrance

(PO), you must cancel or adjust encumbrance(s) before **April 4th for Fund 01 (tangibles) and** before **May 5th for all other funds.** This will provide a sufficient unencumbered balance for the claim   
 to be successfully posted on the due date.  
  
2. The month of June will be closed on **Friday, June 30, 2014**, and the monthly June reports will be  
 generated on July 15, 2014.

3. The first budget load for FY14-15 is scheduled for May 23, 2014.  
  
4. These fiscal year-end procedures do not address most payroll transactions. A separate   
 memorandum will be issued for year-end payroll procedures.

5. Personnel Actions Forms (ePAFs) requesting payment for any assignments with a start date prior to   
 **July 1, 2014,** must be received by the BO prior to **June 13, 2014**. This deadline is necessary for the   
 District to timely and accurately close its books. Receipt of Personnel Action Forms after this date   
 may delay the processing of payment and delay actual payment to employee.

6. Payroll adjustment for pay periods in Fiscal Year 2013-14 must be received in the District office  
 by August 1, 2014 for processing and posting. **Payroll adjustments received after August 1, 2014**

**will be returned unprocessed.**

**THE ABOVE ARE FIRM CUT-OFF DATES. PLEASE PLAN ACCORDINGLY.**