



2008-2009 Fiscal year-end planning

As we march inexorably toward fiscal year-end, the staff in Business Services thought it would be helpful to provide a list of deadlines and contacts to help you prepare. We thank you in advance for making this year's close an uneventful one!

Year-end reminders and deadlines:

By Wed., May 27th	Submit all department student charges/credits to Student Accounts by 3:30pm . <i>Note:</i> We will not be able to honor any charges submitted after this date.
Thru Thurs., May 28th	Clearly mark any invoices and payment requests that are to be charged to next fiscal year (FY09-10). This includes goods or services to be received after May 31, as well as conference registration fees, airfares, and hotel expenses for events after May 31. <i>Reminder:</i> The fiscal year to which an expense is charged is based on the date the goods or services are received, <u>not</u> when payment is made. <i>Please do not hold or delay submission of invoices.</i> Doing so will <u>not</u> "push" the expense to the next year's budget!
By Fri., May 29th**	Submit all petty cash requests for FY08-09 expenses to Student Accounts by 11:00am .
Thru Fri., May 29th**	Contact vendors to deliver goods or complete projects by 05/29/09, the deadline for purchased items or services to be eligible to be charged against FY08-09 budgets. <i>Please ask vendors to expedite their invoices to you, too!</i>
By Thurs., June 11th	Submit Travel Expense Reports with receipts for; a) outstanding travel advances on completed trips; and b) cash advances to Accounts Payable. Return any unused funds.
By Thurs., June 11th	Submit <i>fully approved</i> invoices for FY08-09 expenses with supporting documentation to Accounts Payable by noon.
By Thurs., June 11th	Submit all Journal Entries for FY08-09 activity by noon. This includes grant-related activity.

**** Business Services will be recognizing Friday, May 29th as a Summer Friday, so offices will be closing at 12:30.**

Who's who:

Budget questions	Doug Rosenberg	x 6574	rosenbergd@macalester.edu
Invoice/payment processing	Lois Welch	x 6558	welch@macalester.edu
Travel advances / Cash advances	Lois Welch	x 6558	welch@macalester.edu
P-card charges	Kathy Johnson	x 6551	johnsonk1@macalester.edu
Standing purchase order questions	Kellie Petroskey	x 6551	kpetrosk@macalester.edu
Petty cash requests	Mary Johnson	x 6560	mjohns15@macalester.edu
Dept student charges/credits	Mary Johnson	x 6560	mjohns15@macalester.edu
Journal Entry & FOAPAL questions	Tracy Arndt	x 6567	arndt@macalester.edu
Grants questions	Dorothy Johnson	x 6354	djohnso9@macalester.edu
General accounting questions	Dave Berglund	x 6234	dberglun@macalester.edu
Anything else . . .	Kate Walker	x 6562	kwalker@macalester.edu