

Fiscal Year-End Spending

Business Services → Procurement, Pcard, Payables



The purpose of this policy is to define the timeline for spending year-end budget monies through purchase orders, pcard and invoice payments in regards to fiscal year accounting guidelines. Dates will be adjusted each year to accommodate the work week.

Goods and services received on or before May 31 will be booked to current fiscal year.

Receipt of goods and services after May 31 will be booked to next fiscal year.

Action	Last date to submit
On-line purchase requisition entry	May 14, 2010
Delivery of goods	May 31, 2010
Pcard purchase posting date	May 31, 2010
Invoices for current fiscal year receipt	June 10, 2010
Pre-paid travel expenditures	May 31, 2010
Post-paid travel expenditures	June 10, 2010

Travel expenditures that cross fiscal years	
Airfare	Full amount booked to the fiscal year in which originating departure occurs.
Hotel	Full amount booked to the fiscal year in which checkout occurs.
Meals and Transportation	Booked to fiscal year in which day of transaction occurs.
Conference fees	Full amount booked to the fiscal year in which origination of conference occurs.

