

MEMORANDUM

TO: Office of Undergraduate Education (OUE)
Directors and Administrative Professionals

FROM: Steven P. Girardot, Associate Vice Provost for Undergraduate Education
Mysty Connelly, Financial Manager II, Office of Undergraduate Education

COPY: Colin Potts, Vice Provost for Undergraduate Education
De'Angelo Neely, Financial Administrator, Office of Undergraduate Education

DATE: March 16, 2017

RE: Fiscal Year 2017 OUE End-of-Year (EOY) Closing Schedule and Deadlines

Below are the upcoming EOY deadlines for OUE that must be met to facilitate an orderly and timely closeout process for fiscal year 2017 (FY17). Please note that in many cases, these deadlines are set earlier than published Institute deadlines so that we can meet internal deadlines for the Provost's Office and OUE.

Action Item	Deadline for EOY FY17
1. FY17 OUE EOY Unit Spend Down Plans (<i>all received</i>)	February 1, 2017
2. FY17 State Budget Carry Forward Requests Due to Provost Office April 1, 2017	March 24, 2017
3. FY17 GTF Carry Forward Requests	TBD (if approved)
4. FY17 Purchasing Deadlines	See Table Below

Additional explanations and details are as follows:

1. *EOY Spend Down Budget:* Information was provided to OUE in February for unit spend down plan and reduction plans. Each unit must spend their remaining state balances before June 30, 2017, without exceeding their original allocation and keeping in mind purchasing deadlines noted below. While this primarily relates to state funds, if there are non-state funds that also must be spent in the current fiscal year, ensure they are spent appropriately.
2. *FY17 State Budget Carry Forward Requests:* As we prepare for a tight budget in FY18, the Provost office is looking to ensure that all resources are used for the most pressing priorities of the academic and academic support missions. This year the Provost office will scrutinize carryforward requests for FY17 funds. Therefore, we are not anticipating any FY17 carryforward requests from your units. However, if that has changed and there is an urgent, specific need to carry forward funds into FY17, provide an email to Steven Girardot (with cc to Mysty Connelly) identifying: amount requested to carry forward, explanation of source of funding, why the funds will remain unspent at year end and what the funds will be used for in the next fiscal year (be as specific as possible).

3. *FY17 GTF Carry Forward Requests:* At the end of April, the Budget Office will release the process for requesting GTF Carry Forward funds for the FY17 cycle. We are waiting for the official date from the budget office and will share that information as it becomes available. These funds are specifically for funds allocated to units by VPUE (not those with restricted or designated foundation accounts). Please make sure that you have a budget planned for your remaining GTF funds through June 30, 2017. If you anticipate a surplus for GTF funds, notify Mysty of anticipated unspent funds at year-end.
4. *Purchasing Deadlines:* For FY17, OUE is setting internal purchasing deadlines to ensure all EOY purchasing requests are processed prior to the Institute deadlines. While the Institute deadlines are the final date with which a request can be processed, OUE has set internal deadlines to ensure all current year requests and expenses are posted in the correct fiscal year. Below is a list of internal deadlines for EOY purchasing for OUE.

OUE Purchasing Deadlines	Deadline for EOY Purchasing
Deadline for FY17 REQ's \$10K or greater requiring bidding	April 14, 2017
Deadline for FY17 REQ's \$10K or greater requiring sole source justification	May 5, 2017
Deadline for FY17 REQ's \$10K or greater on state/GT contract	May 19, 2017
Deadline FY17 REQ's btw \$2,500-\$9,999, no bids, Purchasing review	May 26, 2017
Deadline for FY17 Facilities, OHR Training, Parking Ofc charges	May 26, 2017
Deadline, new Vendor Profile Request Forms for FY17 BuzzMart REQ's	May 30, 2017
Deadline for FY17 PCS charges	May 30, 2017
Deadline Appr Invoices, Check Req/AP Payment, Honorarium Pymt Req, Wire Trf, Employee Pmt & AP Recurring Pmt Requests	May 31, 2017
Last day that directly billed airfare for travel in FY17 will be paid against FY17 funds. Airfare for FY18 travel dates can be booked in FY17, but will not post as an expense until FY18.	May 31, 2017
Deadline for FY17 JE's (CY & PY) processed by Controller's Office	June 2, 2017
Deadline for Change Request Forms to update PO's	June 2, 2017
Deadline for FY17 REQ's below \$2,500	June 6, 2017
Deadline for FY17 Telecomm charges to campus units	June 8, 2017
Deadline, approve Vchr/Invoice Match Exceptions in BuzzMart & enter receipts for items \$3K & up	June 19, 2017
Last day to finalize FY17 PCard transactions in Concur	June 15, 2017
Deadline for submitting and approving T&E expense reports	June 15, 2017

Submit all documents by the dates indicated in this memorandum to ensure timely processing. It is important to note that year-end requests are processed in the order they are received, so we must plan accordingly to ensure all deadlines are met. Direct EOY processing technical questions or concerns to OUE Admin email address for assistance.

Your assistance and cooperation in meeting the established deadlines is greatly appreciated. If you have any questions or need additional guidance or assistance, do not hesitate to email the OUE Admin email address and we will ensure your question is answered.