

Georgia Institute of Technology
Chronological Schedule for Fiscal Year 2009 Close-Out

Friday, March 6, 2009	Deadline for purchasing equipment, supplies, services and furniture with a purchase amount of \$100,000 and above (not on contract)
Friday, April 17, 2009	Deadline for EDP requests to OIT
Friday, May 8, 2009	PSFs for <u>non-faculty</u> (Graduate Students, Post Docs, etc) summer semester appointments are due FY 2009 requisitions \$5,000 or greater requiring bidding or sole source documentation due to the Purchasing Department
Friday, May 15, 2009	Summer Semester Pay Entries on regular faculty must be completed Travel Expense Statements for trip end dates prior to 4/30/09 due to Accounts Payable
Wednesday, May 27, 2009	All travel encumbrances and related registration for trips ending April 30, 2009 and prior will be closed
Friday, May 29, 2009	Deadline for Glass Shop charges against fiscal year 2009 funds Deadline for CoS Small Jobs Machine Shop charges for fiscal year 2009 Deadline for Mass Spec Facility charges against fiscal year 2009 funds Deadline for Nuclear Magnetic Resonance Facility (NMR) charges against fiscal year 2009 funds
Wednesday, June 3, 2009	IBS opens for final fiscal year 2009 Budget Amendment
Friday, June 5, 2009	FY 2009 requisitions \$5,000 or greater on state or GT contract due to Purchasing Department
Monday, June 8, 2009	Airline tickets for FY09 travel dates will be paid against fiscal year 2009 funds if posted to the Institute account by Monday, June 8, 2009. Airfare for FY10 travel dates using state funds will be posted to a pre-paid account and transferred as a FY10 expense after 7/1/09.
Wednesday, June 10, 2009	Travel Expense Statements for trips ending between 5/1/09 and 5/31/09 due to Accounts Payable
Friday, June 12, 2009	Final fiscal year 2009 Budget Amendments due to Budget Office Final off-cycle check requests for fiscal year 2009 are due in Payroll by NOON. Requests after this date will be processed for payment from fiscal year 2010 funds Deadline for Focused Beam Center (FIB) charges against fiscal year 2009 funds

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Monday, June 15, 2009	Journal entries applicable to fiscal year 2009 due to Accounting Services
Thursday, June 18, 2009	Deadline for Post Office charges against fiscal year 2009 funds Deadline for Printing and Copying Service charges against fiscal year 2009 funds Deadline for Parking charges against fiscal year 2009 funds Deadline for OOD Training charges against fiscal year 2009 funds Deadline for Facilities charges for fiscal year 2009 funds Late or revised time documents for the bi-weekly payroll period ending June 17, 2009 are due in payroll by 2 PM Petty cash fund replenishment requests due for all units that maintain petty cash funds
Friday, June 19, 2009	Time reporting for period ended 6/17/2009 must be completed by 5 PM
Monday, June 22, 2009	Travel Expense Statements for trips ending between 6/1/09 and 6/19/09 due to Accounts Payable by NOON Deadline for submission of approved invoices and Check Request Forms by NOON.
Thursday, June 25, 2009	Last day to create and approve a Departmental Purchase Order (DPO) for \$5,000 or less Change Request Forms to update Purchase Orders due to Procurement Services
Friday, June 26, 2009	Urgent travel requests that must be posted by 6/30/2009 may be hand delivered to an A/P Accounting Manager by NOON All unapproved (“Open”) requisitions will be cancelled Last day that transactions posted to Procurement Card statements will be charged against fiscal year 2009 funds All open travel encumbrances on <u>non-sponsored funds</u> will be closed Bi-weekly staff and student pay date for the period ending June 17, 2009
Saturday, June 27, 2009	PCard transaction information available to coordinators and/or cardholders in Works.
Monday, June 29, 2009	Deadline for cash receipts to Bursar’s Office

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Open encumbrance reports available for review. Changes you want reflected in FY08 or FY09 must be returned to Business Services by Noon on Tuesday, June 30, 2009. Any reports received after the deadline will be completed after 7/1/09.

Tuesday, June 30, 2009

SPD paper based changes due to Grants & Contracts Accounting

Campus Service Unit journal entries must be entered and sent to be applicable to fiscal year 2009

Deadline for all Electronic Cost Transfers submissions

Deadline for submitting written cost transfer requests to Grants and Contracts Accounting

Deadline to submit Open Encumbrance Reports to Business Services by NOON

GTRI Machine Shop – June expenses posted.

Wednesday, July 1, 2009

Travel Expense Statements for trips ending 6/20/09 and later will be processed using FY 2010 funds

Deadline for PCard redistributions via Works system by 4PM

Thursday, July 2, 2009

GTRI Services to RI units – June services posted.

Deadline for PCard redistributions via CPC journal entry panel

Deadline for all budget revisions to Grants and Contracts Accounting

Deadline for On-line SPD changes by campus units

Electronic Cost Transfer entries held for Grants and Contracts Accounting review (Type B) must be cleared or cancelled

Friday, July 10, 2009

Annual Statements of Reasonableness distributed based on June 30, 2009 salary distribution information

Thursday, July 16, 2009

Fiscal year 2010 transactions available on financial reports

Monday, August 31, 2009

Annual Statements of Reasonableness for fiscal year 2009 are due in Grants and Contracts Accounting

Friday, September 25, 2009

All open travel encumbrances from fiscal year 2009 using sponsored funds will be closed