



MEMORANDUM

March 5, 2009

TO: Vice Presidents, Provost, Deans, School Chairs, Directors and Department Heads

FROM: Joel E. Hercik *Joel E. Hercik*
Associate Vice President
Financial Services

SUBJECT: Revised Fiscal Year 2009 Year-End Closing Schedule

Listed below are schedules for all operating units of Georgia Tech that must be met to facilitate an orderly and timely closeout process of the Institute's financial matters for fiscal year 2009. **Changes in procedure from prior fiscal years are shown in bold print.** Strict adherence to these closing dates is a must for Georgia Tech to successfully close the books and prepare the annual financial reports for submission to meet Board of Regents and state timelines. These schedules relate to all Georgia Tech funds including Resident Instruction, Georgia Tech Research Institute, Distance Learning and Professional Education, Enterprise Innovation Institute, Auxiliary Enterprises, Plant Funds and Student Activities. You should ensure there is a designated person in each unit to resolve scheduling or other issues that might arise during closeout.

All current year expenditures and revenues must be posted in the proper fiscal year. Check ledgers often and notify procurement.help@business.gatech.edu if you have questions relating to Purchase Orders, Requisitions, or Vouchers. Contact gl.ask@business.gatech.edu for any other ledger questions. The State Department of Audits will disallow requests for payroll expenses, expense reimbursements, confirmations of purchase orders, revenue entries, and journal entries that are processed in July 2009 (or subsequent months) if such requests are applicable to fiscal year 2008. Please submit the appropriate documents by the dates and times indicated in the schedule(s) prescribed below.

PURCHASING-GENERAL

The schedules for Purchasing allow for proper processing of requests, while accommodating other deadlines imposed from external sources. Pay special attention to the time constraints involving the use of State funds subject to lapse, especially the requirement for requisitions to be reviewed by State Purchasing.

The following table provides deadlines for the purchase of most supply and equipment items. Of primary concern is the need to commit state funds subject to lapse (includes all state funds except technology fees, continuing education fees, and indirect cost recoveries). In addition to the table, an attachment to this memorandum lists all closeout deadlines in chronological order.

Campus units should submit EDP requests to OIT no later than April 17, 2009 so that processing can be completed by deadline dates.

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GEORGIA TECH PURCHASING DEADLINES FOR FISCAL YEAR 2009

<u>Type of Purchase</u>	<u>Purchase Amount</u>	<u>Deadline</u>
<u>Purchasing Take Action Requisitions</u> <u>That Require Review by State Purchasing:</u>		
Motor Vehicles: Vehicles on State Contract	All	Statewide moratorium No purchases allowed
Equipment, Supplies, Furniture, Services (not on State Contract)	\$100,000 or greater	March 6, 2009
EDP Requests sent to OIT	Any amount	April 17, 2009
<u>Purchasing Take Action Requisitions:</u>		
Items requiring bidding or Sole source documentation	\$5,000 or greater	May 8, 2009
Any Commodity/Service on a State Or Agency Contract	\$5,000 or greater	June 5, 2009
<u>Departmental Purchase Order (DPO)/</u> <u>Subcontract Requisitions:</u>		
Last day to create and approve a Departmental Purchase Order (DPO)	\$5,000 or less	June 25, 2009
Change Request Forms to update Purchase Orders due to Business Services	Any amount	June 25, 2009
All unapproved ("Open") requisitions cancelled		June 26, 2009
<u>Procurement Card Transactions</u>		
Posted by Bank of America		June 26, 2009
Transaction information available to PCard coordinators/cardholders in Works		June 27, 2009
Open encumbrance reports for changes to FY08 Or FY09 monies		June 30, 2009 by NOON
PCard redistribution via Works system		July 1, 2009 by 4 PM
PCard redistributions via CPC journal entry panel		July 2, 2009

If any unit anticipates difficulty meeting the deadlines listed previously or if there is some question about which commodities belong in a particular category, please contact, by email, purchasing.ask@business.gatech.edu, or by phone, Judy Whitfield in the Purchasing Department at 894-9054.

ACCOUNTS PAYABLE

The deadline for submission of approved invoices and *Check Request Forms* is Monday, June 22nd at noon for processing prior to June 30, 2009. Departments should continue to submit payment requests after this deadline and payments will be processed in the order received. Payment requests must be properly approved, include supporting documentation, and have sufficient encumbrance balance, where required, to ensure payment processing prior to fiscal year end.

If any unit anticipates difficulty meeting the deadlines or needs assistance with fiscal year end processes, please contact ap.ask@business.gatech.edu, or Sharon Jackson in Accounts Payable at 894-0348. Urgent payment and correction requests submitted after the deadline must be hand delivered to a manager to ensure expedite processing.

Although payments made after June 30th will not be posted to 2010 ledgers until after July 16th, EFT and check payments will be processed daily beginning July 1st.

ACCOUNTS PAYABLE LIABILITY ACCRUAL

Accounts Payable will accrue all unpaid invoices \$5,000 and greater that are dated 6/30/09 and prior related to FY09 or prior purchase orders/contracts.

Electronic Invoices in Image/WebNow

Approve invoices in your electronic work queue and route those to the 'PAY' queue if the invoice can be approved for payment. Any invoices that are valid, but unable to be immediately approved, may remain in your electronic work queue. Accounts Payable will run a query to capture invoices in your queue that meet the accrual criteria.

Paper Invoices (\$5,000 and greater)

All paper invoices \$5,000 and greater must be manually accrued if not paid by 6/30/09. If you are able to approve the invoice, please fax directly to 404.385.3305, **ATTN: Mimi Cordero AP-FY09**.

Any invoices that are valid, but unable to be immediately approved, must still be accrued. Please fax these invoices, without the approval stamp, to 404.385.3305. **ATTN: Mimi Cordero AP-FY09**. If you prefer to scan and route via e-mail, please submit to ap.ask@business.gatech.edu with AP-FY09 in the subject line. When you are ready to approve payment, simply follow the standard process for invoice approval by using the invoice payment stamp or the Check Request Form, where appropriate.

PRE-PAID EXPENSES

Expenses for fiscal year 2010 that must be paid prior to June 30, 2009 will be processed as pre-paid expenses by Accounts Payable and will be posted to fiscal year 2010 ledgers after July 1, 2009. Please provide a valid fiscal year 2010 project ID at the time of payment request and note 'PRE-PAID EXPENSE' on the Check Request Form or invoice. Examples include registration and airfare that must be paid in June for travel after July 1, 2009.

OPEN ENCUMBRANCE REPORT

Campus users should run the regular Open Encumbrance Report (GTPOR262), to view and evaluate encumbrances. Any open encumbrance changes must be submitted by NOON on June 30, 2009 – no open encumbrance reports will be accepted for FY08 or FY09 changes after this deadline. Open encumbrance reports received after this deadline will show up with a transaction date of July 1, 2009 or later.

FISCAL YEAR 2010 ORDERS

No fiscal year 2010 requisitions can be entered until July 1, 2009. If a department needs to notify a vendor that they intend to create/renew an order, the department should complete the Notice of Intent to Issue Purchase Order form located on the Business Services forms bank at http://www.procurement.gatech.edu/mm_forms.html and send it to the vendor prior to July 1, 2009. New vendors should submit an electronic vendor profile form, also located on the forms bank. While no fiscal year 2010 orders can be placed prior to July 1, 2009, bids may be secured and held over for processing. Departments requiring bids should contact Judy Whitfield at judy.whitfield@business.gatech.edu for assistance. Fiscal Year 2010 transactions will not be available on any financial reports until July 16, 2009.

PROCUREMENT CARD TRANSACTIONS

All transactions posted by Bank of America to card statements by Friday, June 26, 2009 will be recorded as fiscal year 2009 transactions. (Note: Posted by bank means the date that the vendor has transmitted your purchase information to the bank for posting against your PCard. It does not mean the date that you made the purchase.) Transaction information will be available to card coordinators and/or cardholders in Works on Saturday, June 27, 2009. Any PCard redistributions via the Works system must be completed by 4:00 PM on Wednesday, July 1, 2009. Procurement card redistribution charges via the CPC journal entry must be completed by Thursday, July 2, 2009. All transactions posted by Bank of America to card statements after June 26, 2009 will be recorded in fiscal year 2010. **Please note: The PCard may not be used to purchase prepaid registrations for FY2010 using FY2009 funds.** Contact pcard.ask@business.gatech.edu with any questions.

TRAVEL

In order to use travel funds from fiscal year 2009 budgets, a Travel Expense Statement (TES) must be received in Accounts Payable (AP) according to the following schedule:

<u>Trip End Date</u>	<u>Deadline</u>
4/30/2009 and prior	Friday, May 15, 2009
5/1-5/31/2009	Wednesday, June 10, 2009
6/1-6/19/2009	Monday, June 22, 2009 by NOON
6/20-6/30/2009	Reimbursement will be processed after 7/1/09 using fiscal year 2010 funds. Urgent requests that must be posted by June 30, 2009 may be hand delivered to an Accounting Manager by Friday, June 26, 2009 at NOON.

Time constraints do not permit exceptions to these deadlines. Each travel expense statement must be complete, comply with the Board of Regents and Institute travel policies, be supported by original receipts, and be signed, approved and submitted by these deadline.

Travel encumbrances using sponsored funds will carry forward for 90 days, until 9/25/09, unless liquidated by a Travel Expense Statement. All open travel encumbrances using **non-sponsored funds** will be closed by Friday, June 26, 2009. Any encumbrances that include registration or other items on the same travel encumbrance will also be closed. All TES reimbursement requests submitted after established deadlines will be processed as fiscal year 2010 expenses after July 1, 2009. Open travel encumbrances for July 1, 2008 through April 30, 2009 will be closed on May 27, 2009. All travel related questions should be directed to travel.ask@business.gatech.edu.

Airfare that is directly billed to the Institute through Travel Incorporated is not encumbered and will not be carried forward. Airline tickets will be paid against fiscal year 2009 funds if posted to the Institute account by Monday, June 8, 2009. Airfare for FY2010 travel dates using state funds can be booked in FY09, but will be posted to a pre-paid expense account and will be transferred as a FY10 expense after July 1, 2009.

CHANGE REQUEST FORM TO UPDATE PURCHASE ORDERS

An on-line change request form is required to update a purchase order. You can complete the on-line change request form through TechWorks > Purchasing > GT Purchasing > Purchasing Change Request. Change Request Forms must be submitted by Thursday, June 25, 2009.

Note: Invoices that are \$500 or less over the encumbered amount do not require a Change Request Form to increase the encumbered amount.

INTRA INSTITUTE CHARGES

CoS Small Jobs Machine Shop – Deadline for CoS Small Jobs Machine Shop charges for fiscal year 2009 is May 29, 2009.

Glass Shop – Deadline for Glass Shop charges for fiscal year 2009 is Friday, May 29, 2009.

Mass Spec Facility – Deadline for Mass Spec Facility charges for fiscal year 2009 is Friday, May 29, 2009.

FIB Center – Deadline for the Focused Ion Beam (FIB) Center charges for fiscal year 2009 is Friday, June 12, 2009.

NMR Facility – Deadline for the Nuclear Magnetic Resonance Facility (NMR) charges for fiscal year 2009 is Friday, May 29, 2009.

Post Office - Deadline for Post Office charges for fiscal year 2009 is Thursday, June 18, 2009.

Printing and Copying Services - Deadline for Printing and Copying Service charges for fiscal year 2009 is Thursday, June 18, 2009.

Parking - Deadline for Parking charges for fiscal year 2009 is Thursday, June 18, 2009.

OOD Training – Deadline for OOD training charges for fiscal year 2009 is Thursday, June 18, 2009.

Facilities - Deadline for Facilities charges for fiscal year 2009 is Thursday, June 18, 2009.

BI-WEEKLY PAYROLL

The last complete bi-weekly payroll period for fiscal year 2009 will end on Wednesday, June 17, 2009 and is chargeable to Fiscal Year 2009. Time reporting for the period ended June 17, 2009 must be completed on Friday, June 19, 2009 by 5:00 PM. Late time documents that the departments cannot enter are due in Payroll on Thursday, June 18, 2009 by 2:00 PM. The staff and student pay date is Friday, June 26, 2009.

The bi-weekly payroll period ending Wednesday, July 1, 2009 includes nine days pay chargeable to fiscal year 2009 and one day pay chargeable to fiscal year 2010. To facilitate a timely closeout and provide information sooner for unit budget management, the nine days of regular bi-weekly wages chargeable to fiscal year 2009 will be estimated and posted from totals encumbered within the SPD system. Student/temporary bi-weekly wages, which are immaterial in total, will be posted entirely in fiscal year 2010.

Final off-cycle check requests for fiscal year 2009 are due in Payroll by noon on Friday, June 12, 2009. Requests after this date will be processed for payment from fiscal year 2010 funds.

SUMMER SCHOOL APPOINTMENTS

The summer pay panels in the HR system were opened January 26, 2009 in order to capture salary information for regular faculty working summer semester. The deadline for summer pays entry for the May pay date is Friday, May 15, 2009. Instructions for panel use and generating the report are available in the Summer Pay Tutorial. Users can also contact Payroll at 894-4614 or email pay.ask@ohr.gatech.edu.

PSFs for non-faculty (Graduate Students, Post Docs, etc) summer semester appointments are due by Friday, May 8, 2009.

BUDGET AMENDMENTS

The final fiscal year 2009 Budget Amendment will open on Wednesday, June 3, 2009 and must be received in the Budget Office by Friday, June 12, 2009. This date is tentative – any change will be announced by the Budget Office.

SALARY PLANNING & DISTRIBUTION (SPD)

Paper salary distribution changes must be received in the Grants and Contracts SPD Center by Tuesday, June 30, 2009. On-line users may process SPD changes through Thursday, July 2, 2009.

SPONSORED PROJECT BUDGETS

All budget revisions must be submitted by Thursday, July 2, 2009.

JOURNAL ENTRIES/COST TRANSFERS

Journal entries applicable to fiscal year 2009 must be received in Controller's Office by Monday, June 15, 2009. Cost Transfer Requests for research related or sponsored projects must be received in Grants and Contracts by Tuesday, June 30, 2009. Electronic Cost Transfers (ECT) must be entered by Tuesday, June 30, 2009. All ECT entries requiring Grants and Contracts approval (Type B) must be cleared by Thursday, July 2, 2009 to post in fiscal year 2009. Any remaining entries after that date will be cancelled.

Campus Service Unit (CSU) journal entries applicable to fiscal year 2009 must be entered and sent by 6 PM, Tuesday, June 30, 2009.

ANNUAL STATEMENTS OF REASONABLENESS OF SALARY CHARGES

Annual Statements of Reasonableness of Salary Charges (ASR's) will be prepared from the June 30, 2009 salary distribution information and distributed by Friday, July 10, 2009. Completed copies of the ASR's must be returned to Grants and Contracts Accounting by Monday, August 31, 2009.

CASH RECEIPTS DEADLINE

All cash receipts for fiscal year 2009 are due to the Bursar's Office by Monday, June 29, 2009.

Thank you for your assistance and cooperation. If you have any questions or need additional information, please contact the appropriate business office department.

cc: Dr. Gary Schuster
Mr. Steve Swant
Mr. Chuck Donbaugh
Administrative Network