

Georgia Institute of Technology
Chronological Schedule for Fiscal Year 2008 Close-Out

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| Friday, March 7, 2008 | Deadline for purchasing all motor vehicles Deadline for purchasing equipment, supplies, services and furniture with a purchase amount of \$100,000 and above (not on contract) |
| Friday, April 18, 2008 | Deadline for EDP requests to OIT |
| Friday, May 9, 2008 | PSFs for <u>non-faculty</u> (Graduate Students, Post Docs, etc) summer semester appointments are due FY 2008 requisitions \$5,000 or greater requiring bidding or sole source documentation due to the Purchasing Department |
| Thursday, May 15, 2008 | Airline tickets will be paid against fiscal year 2008 funds if posted to the Institute account by Thursday, May 15, 2008. Directly billed airfare for fiscal year 2008 travel dates, as well as those posted after May 15 th , will be charged as a fiscal year 2009 expense. |
| Friday, May 16, 2008 | Summer Semester Web-entry on regular faculty must be completed Travel Expense Statements for trip end dates prior to 4/30/08 due to Accounts Payable |
| Friday, May 23, 2008 | All travel encumbrances and related registration for trips ending March 31, 2008 and prior will be closed |
| Friday, May 30, 2008 | Deadline for Glass Shop charges against fiscal year 2008 funds Deadline for CoS Small Jobs Machine Shop charges for fiscal year 2008 Deadline for VWR Stockroom (formerly Chemistry Stockroom) charges against fiscal year 2008 funds Deadline for Mass Spec Facility charges against fiscal year 2008 funds |
| Tuesday, June 3, 2008 | IBS opens for final fiscal year 2008 Budget Amendment |
| Friday, June 6, 2008 | FY 2008 requisitions \$5,000 or greater on state or GT contract due to Purchasing Department Travel Expense Statements for trips ending between 5/1/08 and 5/31/08 due to Accounts Payable |
| Thursday, June 12, 2008 | Final fiscal year 2008 Budget Amendments due to Budget Office |
| Friday, June 13, 2008 | Final off-cycle check requests for fiscal year 2008 are due in Payroll by NOON. Requests after this date will be processed for payment from fiscal year 2009 funds Travel Expense Statements for trips ending between 6/1/2008 and 6/11/2008 due to Accounts Payable |

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| | Deadline for submitting written cost transfer requests to Grants and Contracts Accounting |
| | Deadline for Focused Beam Center (FIB) charges against fiscal year 2008 funds |
| | Deadline for Nuclear Magnetic Resonance Facility (NMR) charges against fiscal year 2008 funds |
| Monday, June 16, 2008 | Journal entries applicable to fiscal year 2008 due to Accounting Services |
| Wednesday, June 18, 2008 | Deadline for Post Office charges against fiscal year 2008 funds Deadline for Printing and Copying Service charges against fiscal year 2008 funds Deadline for Parking charges against fiscal year 2008 funds Deadline for OOD Training charges against fiscal year 2008 funds Deadline for Facilities charges for fiscal year 2008 funds |
| Thursday, June 19, 2008 | Late or revised time documents for the bi-weekly payroll period ending June 18, 2008 are due in payroll by 2 PM Petty cash fund replenishment requests due for all units that maintain petty cash funds |
| Friday, June 20, 2008 | Travel Expense Statements for trips ending between 6/12/08 and 6/19/08 due to Accounts Payable by NOON Time reporting for period ended 6/18/2008 must be completed by 5 PM Deadline for submission of approved invoices and Check Request Forms Note: Referenced PO must have sufficient encumbrance to cover invoice expense by NOON |
| Thursday, June 26, 2008 | Last day to create and approve a Departmental Purchase Order (DPO) for \$5,000 or less Urgent travel requests that must be posted by 6/30/2008 may be hand delivered to an A/P Accounting Manager by NOON Change Request Forms to update Purchase Orders due to Procurement Services |
| Friday, June 27, 2008 | All unapproved requisitions will be cancelled |

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| | <p>Last day that transactions posted to Procurement Card statements will be charged against fiscal year 2008 funds</p> <p>Deadline for cash receipts to Bursar's Office</p> <p>All open travel encumbrances on <u>non-sponsored funds</u> will be closed</p> <p>Bi-weekly staff and student pay date for the period ending June 18, 2008</p> |
| Saturday, June 28, 2008 | <p>PCard transaction information available to coordinators and/or cardholders</p> <p>Open encumbrance reports available for review. Changes you want reflected in FY07 or FY08 must be returned to Business Services by Noon on Monday, June 30, 2008. Any reports received after the deadline will be completed after 7/1/08.</p> |
| Monday, June 30, 2008 | <p>SPD paper based changes due to Grants & Contracts Accounting</p> <p>Campus Service Unit journal entries must be entered and sent to be applicable to fiscal year 2008</p> <p>Deadline for all Electronic Cost Transfers postings</p> <p>Deadline for all budget revisions to Grants and Contracts Accounting</p> <p>Deadline for submitting written cost transfer requests to Grants and Contracts Accounting</p> <p>Deadline to submit Open Encumbrance Reports to Business Services by NOON</p> |
| Tuesday, July 1, 2008 | <p>Travel Expense Statements for trips ending 6/20/08 and later will be processed using FY 2009 funds</p> <p>Deadline for PCard redistributions via works system by 4PM</p> |
| Thursday, July 3, 2008 | <p>Deadline for PCard redistributions via CPC journal entry panel</p> <p>Deadline for On-line SPD changes by campus units</p> <p>Electronic Cost Transfer entries held for Grants and Contracts Accounting review (Type B) must be cleared or cancelled</p> |
| Friday, July 11, 2008 | <p>Annual Statements of Reasonableness distributed based on June 30, 2008 salary distribution information</p> |
| Wednesday, July 16, 2008 | <p>Fiscal year 2009 transactions available on financial reports</p> |

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- Friday, August 29, 2008** Annual Statements of Reasonableness for fiscal year 2008 are due in Grants and Contracts Accounting
- Friday, September 26, 2008** All open travel encumbrances from fiscal year 2008 using sponsored funds will be closed