

THE UNIVERSITY OF OKLAHOMA

OFFICE OF THE CONTROLLER BUDGET OFFICE PURCHASING OFFICE PAYROLL AND EMPLOYEE SERVICES

MEMORANDUM

February 11, 2019

TO: A & B Distribution

FROM: Nicole McPhetridge
Associate Director, Budget and Financial Planning

Terri Pinkston
Assistant Vice President, Controller and Director of Administrative Systems

Jan Duke
Associate Director, Purchasing

SUBJECT: Fiscal Year-End Deadlines

The following FY 2019 year-end deadlines and/or due dates, which are discussed more fully in the attached document (University of Oklahoma Fiscal Year 2019 Year-End Deadlines), are provided to assist departments in ensuring that expenditures are charged to the proper fiscal year.

PURCHASING (325-2811)

March 4, 2019	Requisitions for purchases more than \$1,000,000 that must be approved by the Board of Regents' May or June meeting, and clearly marked if the purchase is to be charged to current fiscal year (FY19) or new fiscal year (FY20).
April 15, 2019	Requisitions for purchases more than \$50,000 and clearly marked if the purchase is to be charged to current fiscal year (FY19) or new fiscal year (FY20) budget.
April 15, 2019	Requisitions with any contractual agreements or contracts requiring review and/or signature and clearly marked if must be charged against FY19 or FY20 budgets.
April 15, 2019	Requisitions for purchases that should be processed by the Purchasing Department between \$5,000 and \$50,000 and clearly marked if charged against FY19 or FY20 budgets.

The correct fiscal year should be clearly indicated in the justification comments of every requisition.

Year-end Deadlines

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PAYROLL AND EMPLOYEE SERVICES (PES) (325-2961)

June 10, 2019	Personnel Actions Forms for <u>hourly personnel</u> to be charged to final FY 2019 hourly payroll (Includes time through Friday, June 7, 2019)
June 10, 2019	Special payment requests to be charged against FY 2019 budgets on hourly paid employees
June 17, 2019	Personnel Actions Forms for <u>monthly personnel</u> to be charged to final FY 2019 monthly payroll
June 17, 2019	Special payment requests to be charged against FY 2019 budgets on monthly paid employees
June 19, 2019	Final payroll warrant cancellations

BUDGET OFFICE (325-5511)

May 13, 2019	Budget revisions supported by OU Foundation funds should be approved by Foundation and submitted to the Provost's Office.
May 22, 2019	Budget revisions to be reflected on May statements
June 17, 2019	Electronic budget revisions that are not supported by the OU Foundation must be entered by 4:00 pm to be reflected in the final June statements. Manual budget revisions must be in the Budget Office by 9:00 am.
June 17, 2019	EDR's for both FY19 and FY20 (permanent) need to be fully approved. This includes all changes that need to be made for the hourly payrolls running on June 8, 2019 through June 21, 2019 and June 22, 2019 through July 5, 2019.

FINANCIAL SERVICES (FS) (325-3021)

May 31, 2019	Fleet Services FY 2019 billing cut-off
May 31, 2019	Postage FY 2019 billing cut-off
May 31, 2019	Utilities FY 2019 billing cut-off
June 13, 2019	Requests for new CrimsonCorner suppliers, 5:00 PM
June 14, 2019	Facilities Management FY 2019 billing cut-off
June 14, 2019	IT/Telecommunications FY 2019 billing cut-off
June 14, 2019	Pcard billing cycle to be charged against FY 2019 budgets. This includes suppliers in CrimsonCorner that are automatically paid by Pcard. These suppliers are B & H Photo Video, Dell Mkt L P, Life Tech Corp, Staples Advantage and VWR Intl LLC.
June 14, 2019	Printing Services FY 2019 billing cut-off
June 19, 2019	CrimsonCorner invoices to be charged against FY 2019 budgets, 3 PM
June 19, 2019	Concur Expense Report and Paper Travel Claim reimbursements to be charged against FY 2019 budgets, 5 PM
June 20, 2019	Non-payroll checks or warrant cancellations to be credited against FY 2019 budgets
June 24, 2019	Transfers to be charged against FY 2019 budgets
June 30, 2019	Payroll expense transfers to be reflected against FY 2019 budgets by noon

Should you have any questions regarding the year-end deadlines, please contact the office indicated.

UNIVERSITY OF OKLAHOMA

FISCAL YEAR 2019 YEAR-END DEADLINES

The following year-end deadlines and due dates are required to avoid the charging of FY 2019 departmental activities against your Educational and General (E & G) budgets for the new fiscal year beginning July 1, 2019.

Please call the indicated office if you have any questions related to these year-end deadlines and/or due dates. Please circulate this notice to all appropriate personnel in your area.

PURCHASING
2750 Venture Drive
Purchases from Outside Vendors
Call 325-2811

Although there is the need to establish due dates to guarantee processing of FY 2019 funded purchases, we recognize that emergencies and unplanned requirements will occur. In addition, we must also provide responsive support for summer research programs. We will make every effort to handle all emergencies, unplanned requirements, and special research projects during this year-end period. Please do not hesitate to contact the Purchasing Department if something of this nature occurs during this period. Our goal is to process all FY 2019 purchases by the end of the fiscal year as well as help you prepare for new FY2020 purchases that must begin July 1. We will make every effort to accomplish this goal if your requisitions are in our office by the dates indicated.

Requisitions for purchases more than \$1,000,000 that require approval by the Board of Regents at the May or June meetings, must be received in the Purchasing Office by March 4, 2019 and must specify if the purchase will be charged to FY2019 or FY2020 in the requisition comments.

Requisitions for purchases over \$50,000 to \$1,000,000 must be received in the Purchasing Office by April 15, 2019 and must specify if the purchase will be charged to FY2019 or FY2020 in the requisition comments.

Requisitions that include any contractual agreements or contract renewals requiring review and/or signature, competitive bidding, or approval of sole source justifications, must be received in the Purchasing Office by April 15, 2019, and must specify if the purchase will be charged to FY2019 or FY2020.

Requisitions for purchases of \$50,000 or less must be received in the Purchasing Office by April 15, 2019 and must specify if the purchase will be charged to FY2019 or FY2020.

Requisitions received after these dates will be processed in the order received but longer processing time should be anticipated when submitted after the recommended dates. **Note: For more information and detailed instructions for correct entry of CrimsonCorner requisitions, please reference the Purchasing and CrimsonCorner websites.**

PAYROLL AND EMPLOYEE SERVICES (PES)

NEL, Room 244

Call 325-2961

Personnel Action Forms for the monthly payroll must be received in the PES by June 17, 2019, to be processed on the final FY 2019 payroll. Hourly Personnel Action Forms must be received by June 10, 2019, for FY 2019 processing.

Special payment requests for monthly paid employees reaching the PES by June 17, 2019, will be charged to the FY 2019 wage and salary budgets. Special payment requests for hourly paid employees reaching PES by June 10, 2019, will be charged to the FY 2019 wage and salary budgets. For June only, it is permissible to include requests for payments for work not yet performed but expected to be performed by June 30, 2019. If work is subsequently not performed, the department must notify PES by June 19, 2019.

Payroll warrants to be canceled must be received in PES by June 19, 2019.

BUDGET OFFICE

Evans Hall, Room 207

325-5511

Sponsors should submit budget revisions only if any of the following situations exist: 1) the overall account balance is in a deficit; 2) a deficit is projected in salary and wage account codes 600005-faculty teaching, 620005-renewable term faculty, 630005-faculty other, 650005-monthly staff, or 700005-hourly staff; or 3) summer position account codes 601005, 601105, 631005, 631105 project a deficit. ***Fringe benefits may be charged against deficits in these account codes.***

We encourage you to clear the May 31, 2019 reports of deficits. The following dates in May and June have been set for processing year-end budget revisions: 1) revisions should be approved or submitted to the Budget Office by May 22, 2019 to be reflected in the May statements; and 2) all final funding corrections to clear department deficits caused primarily by June payroll expenditures and other June financial activities are due in the Budget Office by 4:00 pm, June 10, 2019 (manual revisions by 9:00 am).

To assure correct OU Foundation reimbursement, sponsors are asked to review any OU Foundation support committed during the FY 2019 operating budget process, as well as any support committed by budget revisions submitted during the year. The funding commitment should be compared to actual year-to-date expenditures or to estimated year-end expenditures. If the expenditures do not agree with the OU Foundation funding, then a budget revision to increase or decrease the OU Foundation amount should be submitted to the Provost's Office by May 13, 2019.

Fiscal Year 2019 Year-end Deadlines

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BUDGET OFFICE (continued)

Please contact the Budget Office or the Provost's Office for assistance in reconciling OU Foundation reimbursements, or if you have any questions concerning other self-generated funding reconciliations.

FINANCIAL SERVICES (FS)

Evans Hall, Room 303

325-3021

As a rule, purchases of supplies or services from the following service units through the close of business on the dates noted below will be charged to the FY 2019 budget:

Fleet Services	May 31, 2019
Postage	May 31, 2019
Utilities	May 31, 2019
Facilities Management	June 14, 2019
IT/Telecommunications	June 14, 2019
Pcard Billing	June 14, 2019
Printing Services	June 14, 2019

You may run your statements at any time during the month of June to monitor the activity and create necessary adjustments.

Travel reimbursements to be charged to the FY 2019 budgets should be submitted as early as practical. FS will make every effort possible to ensure that travel reimbursements (paper Travel Claims and Concur Expense Reports) received by 5:00pm on June 19, 2019, are paid against the FY 2019 budget. FS will consider emergency requests for FY 2019 travel reimbursements through June 21, 2019, as workload permits.

CrimsonCorner payments:

- Requests for new suppliers made through <http://crimsoncorner.ou.edu> and submitted by 5:00 pm on June 13, 2019 will be ready for use in CrimsonCorner by 8:00 am on June 18, 2019. Please note that any request submitted without complete information or that requires additional information, may not be ready for use by the June 20, 2019, 3 PM deadline for Payment Request Forms submissions.
- FS will make every effort to ensure that paper invoices to be processed against existing CrimsonCorner orders delivered to FS by **3:00** PM on June 19, 2019, are paid against the FY 2019 budget. As always, paper invoices should be sent to FS as early as practical. FS will consider emergency requests for FY 2019 CrimsonCorner invoices through June 21, 2019, as workload permits.

FINANCIAL SERVICES (continued)

- Requisitions for CrimsonCorner Payment Forms (payment request, food & beverage payment request, independent contractor payment request, licenses/certification payment requests, membership payment request, phone/data/internet payment request, royalty payment request, and subscription payment request) to be paid against FY 2019 budgets should be submitted as early as practical. Payment forms should be fully approved in CrimsonCorner no later than **3:00 PM** on June 19, 2019, to be considered for payment in FY 2019. Please be aware that payment forms submitted to FS without complete information may not be paid in FY 2019, even if they are submitted prior to that deadline. FS will consider emergency requests for FY 2019 CrimsonCorner invoices through June 21, 2019, as workload permits.

Payroll expense transfers to be reflected against the FY 2019 budget must be entered HRMS by June 30, 2019 by noon.

Transfer forms to be reflected against the FY 2019 budget must be received in FS by June 24, 2019, 5 PM. In addition, FS will consider emergency requests for FY2019 transfers through June 29, 2019, as workload permits.

Non-payroll checks or warrant cancellation requests to be reflected against the FY 2019 budget must be received in FS by June 20, 2019.

Printing Services

All Printing Services jobs delivered by and all Copy Center jobs picked up by June 14, 2019, will be billed to the FY 2019 budgets. For anything else that needs to be billed to the FY 2019 budgets, please contact Deborah Reddell at 325-4176 by June 20, 2019.

Pcard

Pcard transactions generated from May 17, 2019 through June 14, 2019 will be billed on June 20, 2019 and will be charged against FY 2019 budgets. Any Pcard charges posted on or after June 15, 2019 will be charged against FY 2019 budgets. This includes suppliers in CrimsonCorner that are automatically paid by Pcard. These suppliers are B & H Photo Video, Dell Mkt L P, Life Tech Corp, Staples Advantage and VWR Intl LLC. If there are any questions, please contact Allen Ricketson at 325-2553.

OU Foundation Reimbursements

All departments that have processed or expect to process budget revisions to be supported by OU Foundation funds should have them approved by Guy L. Patton and submitted to the Provost's Office by May 6, 2019. If there are any questions, please contact Brenda Fuson at 325-6517 or Beth Korhonen at 325-4088.