

Jacksonville State University
Office of the Controller

August 7, 2006

To: All Budget Managers

From: Allyson G. Barker, Controller
Pam Findley, Director of Purchasing

Subject: Fiscal Year 2006 Closeout

We need your assistance in closing FY 2006 financial records. The following is the schedule for closing out the fiscal year:

August 4

- The Division of Information Technology's deadline for requesting configurations and quote approvals was August 4. You received an e-mail in July regarding this deadline.

August 11

- Information Technology deadline for issuing purchase orders for computers, software, and peripherals.

September 8

- Last day to enter requisitions for FY 2006 expenditures. This will be the last day prior to closing for Purchase Orders to be issued.
- After September 8, requests for Travel Reimbursement must be sent to the Office of the Controller and not entered into the system.

September 22

- Last day to make print shop, postage, and telephone charges.

September 29

- Last day to make budget changes.
- Cash receipts must be in the Bursar's Office (Room 245) by 2:00 p.m.
- Paperwork for purchases received must be in Accounts Payable (Room 309) by noon.
- Paperwork for trips completed must be in the Controller's Office (Room 249) by noon.
- During the month of September it is helpful to forward completed paperwork as quickly as you can.

If you or others in your department will be traveling on September 30, contact Accounts Payable by e-mail (dbonds@jsu.edu) with an estimate of expenditures through that day.

October 6

- Process bi-weekly payroll. Step raises effective October 1 will not be included in this payroll. Additional pay for the days in October at the new rate will be paid in the subsequent payroll.

October 1-20

- Financial/Purchasing Systems not accessible.

Additional forms and procedures for fiscal year-end are attached for your use.

Please note that the procedures differ somewhat this year due to the conversion to the new administrative software system.

Thank you very much for your cooperation. When necessary some of those dates have been accelerated to facilitate the Banner implementation. It takes all of us to effectively close year-end financial records. If you have any questions, please contact Allyson at Ext. 5002 or Pam at Ext. 5151.

AGB/bp