

1-1-1995

Memorandum - Year-End Deadlines 1995-96

Student Government Association BBC, Florida International University

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**STUDENT GOVERNMENT
ACCOUNTING**

Florida International University

**BUSINESS AND FINANCE
PURCHASING SERVICES**

MEMORANDUM

TO: University Community **DATE:** March 7, 1996

FROM: Judith Weech, Director, Purchasing Services
James Ketzle, Controller

SUBJECT: **YEAR-END DEADLINES FOR FISCAL YEAR 1995-96**

The following dates have been established as the deadlines for processing transactions to be charged to fiscal year 1995-96. Please plan purchases so that the good are received prior to June 30th.

- APRIL 1** **BLANKET REQUISITIONS FOR 1996-97** - Departments should submit to the **Purchasing Department** blanket requisitions for 1996-97 expenditures. All requisitions must indicate individuals authorized to purchase against the blanket.
- APRIL 1** **CONTINUING CONTRACTS** - All requisitions for continuing commitments for 1996-97 contracts must be submitted to the **Purchasing Department**. This includes cellular telephones, maintenance contracts, etc.
- APRIL 12** **CROSS CATEGORY BUDGET TRANSFERS** - All requests for transfers between budget categories within the same fund (salary to OPS, OCO to Expense, etc) must be sent to the **University Budget Office**.
- APRIL 19** **BID DEADLINE - General Revenue Fund Purchases - OCO and Expense Bid Specifications** - deadline for all requests requiring bid are to be submitted to the **Purchasing Department**.
- MAY 10** **TRANSFERS BETWEEN FUNDS** - All transfers of charges between funds must be submitted to the **Controller's Office** by this date.
- MAY 24** **NON-BID REQUISITIONS** - All requisitions for purchases from your 1995-96 budget must be in the **Purchasing Department** by this date.

- * **JUNE 3** **SAME CATEGORY BUDGET TRANSFERS** - Requests for transfers within the same category (OPS to OPS, Expense to Expense) within the same fund must be submitted to the **University Budget Office** by this date.
- JUNE 3** **UNCLAIMED PAYROLL AND EXPENSE CHECKS** - All unclaimed payroll and expense checks must be returned to the **Controller's Office, Disbursements Section** for cancellation.
- JUNE 7** **INTERDEPARTMENTAL CHARGES** - This will be the last day for receipt of interdepartmental charges by the **Controller's Office** for posting in the 1995-96 budget. These include copy machines, telephone charges, error corrections, Duplicating, Media, Physical Plant charges, computer charges, etc.
- JUNE 10** **EXPENSE REFUND CHECKS** - All expense refund checks must be in the **Cashier's Office** by this date, to be recorded in the 1995-96 fiscal year. Checks received after this date must be hand carried to Betty Sanchez in the **Controller's Office**. Absolutely no expense refund checks will be processed after June 17, 1996.
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- JUNE 14** **CENTRAL STORES REQUISITIONS** - All requisitions for **Central Stores** items must be submitted by this date. **Central Stores** will be closed from June 14 through June 30.
- JUNE 14** **CONTRACTS FOR SERVICES** - All signed, approved and completed contracts must be submitted through the **Purchasing Department** by this date. Contracts received after this date will be processed against your 1996-97 budget.
- JUNE 14** **BLANKET PURCHASE ORDERS CANCELLED** - All blanket Purchase orders will be cancelled effective this date.
- JUNE 21** **PETTY CASH REIMBURSEMENTS** - Petty cash will be reimbursed through June 30; however, after June 21st, requests will be charged to your 1996-97 budget.
- JUNE 21** **REVOLVING FUND PAYMENTS** - Revolving fund payments made after June 21st will be charged to your 1996-97 budget.
- JUNE 26** **CONCESSIONS FUND CHARGES** - All Concession Fund invoices must be received in the **Controller's Office** by this date for processing against the 1995-96 allocation.

*****REMINDER*****

CONCESSIONS FUND

All unused balances revert as of June 28. Invoices not received in the **Controller's Office** by June 26th will be charged to your 1996-97 allocation.

TRAVEL

All open TARs should be reviewed for possible cancellation. This will release additional funds for your department.

If you need clarification on any of these dates, please call the appropriate areas:

CONTROLLERS

BUDGET TRANSFERS

2104 Chuck Tinder

Alex Zyne

CHECK FOR DEPOSIT

2634 Betty Sanchez

CONCESSIONS

2560 Diana Marin

DUPLICATING

2831 Felecia Townsend

GRANTS

2679 Rosie Montequin

INTER-DEPARTMENTAL TRANSFERS

2543 Trish Robbins

PAYROLL TRANSFERS

2430 Marilyn Ochipa

INVOICES AND CONTRACT FOR

SERVICES

3624 Maggie Prieto

PETTY CASH

2628 Doris Jacobs

TARs

2544 Blake Powell

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PURCHASING

BLANKET PURCHASE ORDERS AND

REQUISITIONS

2161 Barbara Schulze

CENTRAL STORES

2171 Orlando Valdes

CONTRACTS FOR SERVICES

2161 Judy Weech

Gilda Padilla

PURCHASING AND BIDS

2161 Judy Weech

Barbara Schulze