



From: Purchasing Office and the Office of the Controller
Re: Important Dates for Financial Transacting Date:
May 5, 2020

To ensure inclusion in FY 2020 budgets, actions must be completed by the following dates:

Important Fiscal Year-End Deadlines

Action	Contact	2020 Due Date
<u>Purchasing</u> (<i>applicable to all purchases EXCEPT Capital and Grant purchases</i>)		
1.	◦ Last day to enter requisitions in Banner for FY20	Steve Sondey X2862 Thursday, June 11
2.	◦ Last day to place online orders with WB Mason for FY 20 budgets <i>WB Mason orders that are on back-order and not delivered by June 30 will be canceled.</i>	Steve Sondey 2862 Thursday, June 11
3.	◦ Last day for all FY20 requisition approvals (<i>Unapproved requisitions after this date will be canceled</i>) <i>Requests for exceptions to enter Banner requisitions outside of this timeline may be emailed to: Stephen Sondey at sondeys@wpunj.edu. Please include the reason for the exception, purchase amount, and scheduled delivery date.</i>	Steve Sondey X2862 Tuesday, June 16
4.	◦ Last day for p-card transactions that will be charged to FY20 budgets	Jacqui Bunch X2846 Tuesday, June 30
	◦ Last day to allocate p-card transactions that will be charged to FY20 budgets	Jacqui Bunch X2846 Thursday, July 2
<u>Accounts Payable</u>		
5.	◦ Submit to AP for payment (<i>for inclusion against FY20 budgets</i>): - Invoices - Voucher payment forms - Travel expense vouchers	Patty Stewart X2868 Glenda Jara X2845 Thursday, July 9
6.	◦ IMPORTANT: goods/services must be received by June 30, with the related shipping date no later than June 30, to be included against FY20 budgets ◦ Note: in the absence of shipping date, the packing slip will be required	Samantha Green X2107 or X2839 Glenda Jara X2845 Thursday, July 9
<u>Student Accounts</u>		
7.	◦ Bank deposits of non-student cash receipts	Sandra Bemby X3602 Wednesday, June 24

Additional Information

Accounts Payable

- All FY 2020 invoices, voucher payment forms and travel expense vouchers:
 - All invoices for goods or services received on 6/30/2020 or prior **MUST BE SUBMITTED**.
 - The FOAP should be indicated in cases where there is no encumbrance (PO or travel encumbrance) or money remaining in the budget. **NO EXCEPTIONS**, please.
 - A packing slip will be required for goods received by 6/30/20 when the invoice does not provide a shipping date.
 - Submission due date is **Thursday JULY 9**.
- The deadline is necessary to ensure expenses are charged to your FY2019 budget, as well as ensuring accuracy of the university's external reporting and allowing us to meet audit deadlines.

Purchasing

- **Fiscal Year 2020 Requisitions for all funds**
 - Requisition capabilities will be removed at the close of business on **THURSDAY, JUNE 11** for all funds.
 - Exceptions to enter requisitions after the close will only be available for: 1) emergencies, 2) summer session classroom instruction needs, and 3) grant purchases. Requests for exceptions must be emailed to: Stephen Sondey at sondeys@wpunj.edu. Please include the reason for the exception, purchase amount, and scheduled delivery date.
 - All pending requisitions must be approved by the department no later than **TUESDAY, JUNE 16**. If the requisition is not approved on time, the requisition will be canceled. Please be aware that all goods or services must be delivered/received no later than June 30th for the cost to be assessed against the FY 2020 budget. If the goods or services are received after July 1st, the FY 2020 purchase order will be canceled and a new requisition will be required to be entered using the FY-2021 budget.
 - The last day to place orders with WB Mason (for inclusion in FY 20 budgets) is Thursday, June 11.
 - P-Card transactions posted on the bank's website June 30 or prior will be charged to the FY 20 budget. Charges posted beginning July 1 will be charged to the FY 21 budget.
 - **Please plan for vacations.**

Grants Payroll Processing

- For all grants: New HRAF forms must be submitted to HR for FY2021 grant salaries by **Tuesday, JUNE 16**. Forms must be fully approved and otherwise complete when submitted to HR by this date.
- If the FY21 contract has been submitted to Post-Awards Grants Administration and a new grant FOAP was provided, the new grant FOAP must be used on the HRAF.
- In-house printing must be submitted by Monday, June 30 to be included in FY20.

Student Accounts

- Bank Deposits of Non-Student Cash Receipts
 - Deposits received through **WEDNESDAY, JUNE 24** will be recorded as FY2020 transactions.
 - Deposits received beginning **THURSDAY, JUNE 25** will be recorded as FY2021 transactions. All deposits received on or after June 25 must be delivered to the Office of Student Accounts for safekeeping until deposited on July 1, 2020.