



May 18, 2018

TO: ALL DEANS, DIRECTORS, AND DEPARTMENT HEADS
 FROM: Will Hobart, Director of Procurement and Disbursements
 Judy Harral, Executive Director for Administrative Services
 SUBJECT: **YEAR-END DEADLINES - PURCHASE REQUISITIONS FOR FY 2018**

The deadlines and instructions for on-line submittal of requisitions for the remainder of fiscal year 2018 are listed below.

FISCAL YEAR 2018

Type of Purchase	Deadline
Information Technology Modification Request (ITMR) submitted to Division of Information Technology	June 1, 2018**
Requisitions (\$50,000 or above) Formal bids required	June 8, 2018***
Requisition (\$≤ 50,000) informal bids required	June 29, 2018****
State & TX MAS Contracts, Cooperatives and Blanket Awards	July 31, 2018***
Limited Purchases through FAMIS (< \$5,000)	August 17, 2018***
Procurement Credit Card purchases	August 26, 2018***

****Any ITMR submitted after the deadline will be reviewed on a case by case basis and may not be able to be completed by August 31st.**

*****Allocated accounts will roll forward. Allocated accounts include Designated Tuition (28xxxxx), University Services Fee (207xxx), and non-Special Item state accounts (1xxxxxx)**

GRANT Accounts

If you have a grant account fund and an exception is necessary to meet your contractual obligation, it will be granted after review on a case by case basis.

Year-End Closeout Workshop

The Procurement & Disbursements and Accounting departments will hold a “FY18 Year-End Closeout Workshop” on the days listed below from.

Departments are encouraged to send representatives to the year-end closeout workshop. It is recommended that employees, who work in FAMIS, attend a workshop.

DATES	LOCATION	Time
Wednesday, June 13, 2018	O'Connor Rm 131	9:00 – 11:00 AM
Thursday, July 12, 2018	O'Connor Rm 258	1:30 – 3:30 PM

The year-end workshop will explain procedures, answer questions, and review Object Codes and Accounts that will or will not rollover into the new Fiscal Year 2019. For more information, or to R.S.V.P., contact Rachal Ganson at ext. 2617 or e-mail rachal.ganson@tamucc.edu.

Topics below are a brief review of what is required to help you have a successful year-end close out and will be discussed in detail at the workshop.

SSC Billings

For FY 2018, SSC will be closing out their billings on August 15, 2018 due to large expenses that post to departmental accounts at year end. In the past, billings have run through August 31, causing large deficits.

Open Commitment Report

Departments should review and monitor their Open Commitment Reports on a monthly basis by using Screens 021 and 022 in FAMIS. In September, the Procurement & Disbursements Department will review the status of all open commitment reports.

- Capital purchases (Object Codes 5700 and 8000 Series), encumbrances and budgets will roll forward and be paid with FY2018 funds.
- For accounts other than allocated accounts, non-capital items must be physically received by Thursday, August 31, 2018, at 5:00 p.m., and *must be received* in FAMIS by Thursday, August 31, 2018, at 5:00 pm, in order for encumbrance and budget to roll forward and be paid with FY2018 funds.
- For accounts other than allocated accounts, encumbrances can only be rolled forward based upon a valid purchase order that can be verified as received by Thursday, August 31, 2018. The state requires an accurate detail of all open commitments to be rolled into the next fiscal year.

Receiving Report

For accounts other than allocated accounts:

On-line receiving for all items received prior to August 31, 2018 should be entered into the system by August 31, 2018. When entering on Screen 321, manually enter the date received to avoid defaulting to the current date.

All items (consumable or services) received after August 31, 2018, will be charged to FY2019 accounts. To be able to process payment, Accounts Payable will require a manual voucher create with reference to the purchase order that was liquidated.

Important Note: Order(s) placed using FY2019 funds, and which are delivered before September 1, 2018, will be paid with FY2018 funds.

Procurement Credit Card

- Last day for purchases on P-Card is Friday, August 26, 2018 to allow transactions to post by Friday, August 31, 2018.
- Reconciliation for Expense Reports will be for all items posted from August 4, 2018 through August 31, 2018.
- Expenses not reconciled by August 31, 2018 will default to your local account.
- There will not be any corrections allowed on P-card transactions during year-end closeout.
- Expense reports with State funds are due in USC 119 no later than 12:00 p.m. on Friday, August 31, 2018.

Schedule for the P-Card

August 2018 Report billing cycle (7/04/18 thru 08/03/18) – Famis will pull on Tuesday, August 28, 2018 and post to Famis on Wednesday, August 29, 2018.

2018 Year End Report 08/04/18 thru 08/31/18) – Famis will pull on Wednesday, September 5, 2018 and post to Famis on Thursday, September 6, 2018 (this will post to FY2018 funds)

- 2018 – Year end Reports (08/04/18 thru 08/31/18) – Best Practice should be to submit P-Card report as soon as possible after items post to FAMIS.
- 2018 – Year End State Reports (08/04/18 thru 08/31/18) – Reports with State Accounts must be submitted (originals) to USC 119 by 12:00 pm on Friday, August 31, 2018.

CITI Travel Credit Card

If you are traveling in early September, and plan to use 2018 funds you are able to encumber in Concur travel only expenses (i.e. flights, conference registration or any type of deposit). These expenses will need to be reconciled using the information below. Otherwise, you must wait until September to process any 2019 travel.

All State travel related expenses incurred must be processed on an eTravel/Concur Expense Report (FY2018 funds) by Friday, August 17, 2018. Expense reports must be received in the Travel back office by Friday, August 24, 2018 in order to use F2018 funds. Expense reports processed on September 1, 2018 and beyond will be posted as FY2019 activity. If funds were encumbered properly, the encumbrance and related budget will roll forward to cover these charges.

Voucher Create

Items being paid on a Voucher Create form must be received in the Accounts Payable Department by Thursday, August 23, 2018 by 5:00 pm in order to be processed with FY2018 funds. No manual payables will be created. The first payment for FY2018 will be issued approximately September 7, 2018. Invoices arriving in Accounts Payable will not begin to be paid until FY2019 is opened for processing, which could be approximately September 7, 2018.

Petty Cash

All requests for Petty Cash received in the Business Office on or before August 31, 2018, will be processed with FY2018 funds. Petty Cash requests received after this date will be processed with FY2019 funds. Please keep in mind that Petty Cash reimbursements cannot exceed \$100.

Payroll

In order to meet state and federal reporting requirements, there are important deadlines for all FY 2018 payroll documents.

- The FY2018 PCT (Payroll Cost Transfer) documents need to be in the COMPLETED status by August 17, 2018.
- Supplemental/one-time payments are processed on employee’s regular payroll cycle after the work has been completed. Supplemental pay forms for biweekly paid employees must be received by August 23, 2018 to be paid on the last biweekly of FY 2018 which is September 14, 2018. Any supplemental pay forms for monthly paid employees must be received by July 24, 2018 to be paid on August 1, 2018.
- Any payroll corrections required to correct errors found on your Time and Effort reporting through June 30, 2018 will need to have the PCT documents in the COMPLETED status by July 25, 2018. These entries should post in FAMIS on time to produce an updated Time and Effort report for final certification prior to August 31, 2018.

Unfortunately, because many of the deadlines are beyond our control, we anticipate it will be difficult to process exceptions. Any documents received after August 18, 2018 will require use of FY 2019 funds. If you have a contract or grant ending August 31, 2018 please be prepared for these deadlines and discuss with the Research office your plans to meet these deadlines.

Fiscal Year 2018

Departments will be able to enter Fiscal Year 2019 requisitions and Limited’s into FAMIS on the respective dates listed below:

July 17, 2018	Requisitions (Famis Screen 250)
August 25, 2018	Limited’s (FAMIS, Screen 240)