

April 7, 2017

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 2017**

The deadlines and instructions for on-line submittal of requisitions for the remainder of fiscal year 2017 are listed below.

### FISCAL YEAR 2017

Type of Purchase	Deadline
Facilities Modification Request (FMR) for Large Scale (\$25,000 or above) and Small Scale (below \$25,000) Construction Projects submitted to Facilities Services.	May 2, 2017*
Information Technology Modification Request (ITMR) submitted to Division of Information Technology	June 1, 2017**
Requisitions (\$50,000 or above) Formal bids required	June 2, 2017
Requisition (\$≤ 50,000) informal bids required	June 23, 2017
State & TX MAS Contracts, Cooperatives and Blanket Awards	July 28, 2017
Limited Purchases through FAMIS (< \$5,000)	August 18, 2017
Procurement Credit Card purchases	August 25, 2017

\* FMRs submitted after May 2<sup>nd</sup>, cannot be guaranteed will be paid with FY17 funds.

\*\*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.

### 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 "FY17 Year-End Closeout Workshop" on the days listed below from 9 to 11 a.m.

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
Tuesday, June 6, 2017	O'Connor Bldg., Room 130	9:00 a.m. to 11:00 a.m.
Tuesday, July 11, 2017	O'Connor Bldg., Room 259	9:00 a.m. to 11:00 a.m.

The year-end workshop will explain procedures, answer questions, and review Object Codes that will or will not rollover into the new Fiscal Year 2018. For more information, or to R.S.V.P., contact Nora Sai at ext. 2183 or e-mail [nora.sai@tamucc.edu](mailto:nora.sai@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 2017, SSC will be closing out their billings on August 15, 2017 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 FY2017 funds.
- Non-capital items must be physically received by Thursday, August 31, 2017, at 5:00 p.m., and *must be received* in FAMIS by Thursday, August 31, 2017, at 5:00 pm, in order for encumbrance and budget to roll forward and be paid with FY2017 funds.
- Encumbrances can only be rolled forward based upon a valid purchase order that can be verified as received by Thursday, August 31, 2017. The state requires an accurate detail of all open commitments to be rolled into the next fiscal year.

### **Receiving Report**

On-line receiving for all items received prior to August 31, 2017 should be entered into the system by August 31, 2017. 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, 2017, will be charged to FY2018 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 FY2018 funds, and which are delivered before September 1, 2017, will be paid with FY2017 funds.

### **Procurement Credit Card**

- Last day for purchases on P-Card is Friday, August 25, 2017 to allow transactions to post by Thursday, August 31, 2017.
- Reconciliation for Expense Reports will be for all items posted from August 4, 2017 through August 31, 2017.
- Expenses not reconciled by August 31, 2017 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, September 1, 2017.

### **Schedule for the P-Card**

August 2017 Report billing cycle (7/04/17 thru 08/03/17) – Famis will pull on Thursday, August 24, 2017 and post to Famis on Friday, August 25, 2017.

2017 Year End Report 08/04/17 thru 08/31/17) – Famis will pull on Tuesday, September 5, 2017 and post to Famis on Wednesday, September 6, 2017 (this will post to FY2017 funds)

- 2017 – Year end Reports (08/04/17 thru 08/31/17) – Best Practice should be to submit P-Card report as soon as possible after items post to FAMIS.
- 2017 – Year End State Reports (08/04/17 thru 08/31/17) – Reports with State Accounts must be submitted (originals) to USC 119 by 12:00 pm on Friday, September 1, 2017.

**CITI Travel Credit Card**

If you are traveling in early September, and plan to use 2017 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 2018 travel.

All travel related expenses incurred must be processed on an eTravel/Concur Expense Report (FY2017 funds) by Friday, August 18, 2017. Expense reports must be received in the Travel back office by Friday, August 25, 2017 in order to use F2017 funds. Expense reports processed on September 1, 2017 and beyond will be posted as FY2018 activity. If funds were encumbered properly, the encumbrance and related budget will roll forward to cover these charges. If the travel was not encumbered, a local FY2018 account number will be required to process the payment.

**Voucher Create**

Items being paid on a Voucher Create form must be received in the Accounts Payable Department by Thursday, August 24, 2017 by 5:00 pm in order to be processed with FY2017 funds. No manual payables will be created. The first payment for FY2018 will be issued approximately September 6, 2017. Invoices arriving in Accounts Payable will not begin to be paid until FY2018 is opened for processing, which could be approximately September 6, 2017.

**Petty Cash**

All requests for Petty Cash received in the Business Office on or before August 31, 2017, will be processed with FY2017 funds. Petty Cash requests received after this date will be processed with FY2018 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 FY2017 payroll documents. The FY2017 EPA documents and Supplemental Pay Forms need to be in the COMPLETED status by August 18, 2017. 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, 2017 will require use of FY 2018 funds. If you have a contract or grant ending August 31, 2017 please be prepared for these deadlines and discuss with the Research office your plans to meet these deadlines. Additionally, any payroll corrections required to correct errors found on your Time and Effort reporting through June 30, 2017 will need to have the correcting EPA documents in the COMPLETED status by July 28, 2017. These entries will post in FAMIS on August 04, 2017, which will produce an updated Time and Effort report for final certification prior to August 31, 2017.

**Fiscal Year 2017**

Departments will be able to enter Fiscal Year 2018 requisitions and Limited’s into FAMIS on the respective dates listed below:

July 17, 2017	Requisitions (Famis Screen 250)
August 25, 2017	Limited’s (FAMIS, Screen 240)