

February 28, 2003

MEMORANDUM

TO: Vice Presidents, Deans, School Chairs, Directors and Department Heads

FROM: Joel E. Hercik
Associate Vice President
Financial Services

SUBJECT: FY 2003 Year-End Closing Schedule

Listed below are schedules for all operating units of Georgia Tech which must be met to facilitate an orderly and timely close-out process of the Institute's financial matters for fiscal year 2003. These schedules relate to all Georgia Tech funds including Resident Instruction, Georgia Tech Research Institute, Distance Learning and Continuing Education, Advanced Technology Development Center, Economic Development Institute, Auxiliary Enterprises, Plant Funds and Student Activities. You should ensure there is a designated person in each unit to resolve scheduling or other issues that might arise during the closeout. **Changes** in procedure from prior fiscal years **are shown in bold print**.

All current year expenditures and revenues must be posted in the proper fiscal year. **Check ledgers often and notify procurement.help@business.gatech.edu if you have questions relating to Purchase Orders, Requisitions, or Vouchers. Contact gl.ask@business.gatech.edu for any other ledger questions.** The State Department of Audits will disallow requests for payroll expenses, expense reimbursements, confirmations of purchase orders, revenue entries, and journal entries that are processed in July 2003 (or subsequent months) if such requests are applicable to fiscal year 2003. Please submit the appropriate documents by the dates and times indicated in the schedule(s) prescribed below.

PURCHASING-GENERAL

The schedules for Purchasing allow for proper processing of requests, while accommodating other deadlines imposed from external sources. Pay special attention to the time constraints involving the use of lapsing State funds, especially the requirement for requisitions to be reviewed by State Purchasing. **Effective as of February 1, 2003, a vendor profile form is required for every "Request New Vendor" submitted via the Campus Requisition before the vendor will be added. Fax completed vendor profile form to 404-894-7423.**

STATE FUNDS (LAPSING)

The following table provides deadlines for the purchase of most supply and equipment items. Of primary concern is the need to commit lapsing State Funds which include these categories: General, Instruction, Indirect Research, General Research (University Research and University Research-Cost Sharing), and Public Service. In addition to the table, an attachment to this memorandum lists all closeout deadlines in chronological order.

GEORGIA TECH PROCUREMENT SERVICES DEADLINES FOR FISCAL YEAR 2003

<u>Type of Purchase</u>	<u>Purchase Amount</u>	<u>Deadline</u>
<u>Purchasing Take Action requisitions</u>		
<u>That Require Review by State Purchasing *:</u>		
Motor Vehicles:		
Vehicles on State Contract	All	Moratorium - Call Purchasing by March 7, 2003
Vehicles on Open Market	All	
Equipment, Supplies, Furniture (not on State Contract)	\$250,000 or greater	Moratorium - Call Purchasing by March 7, 2003
	\$100,000 to \$249,999	March 28, 2003
EDP Equipment with EDP approval requirement (not on State Contract)	\$100,000 or greater	April 4, 2003
<u>Purchasing Take Action Requisitions *:</u>		
Items requiring bidding or Sole source documentation	\$5,000 or greater	May 16, 2003
Begin entering urgent FY2004 requisitions	Any amount	June 11, 2003
Change Request Forms to update Purchase Orders due to Procurement Services	Any amount	June 12, 2003
Any Commodity/Service on a State Or Agency Contract	\$5,000 or greater	June 12, 2003
Print and review Open Encumbrance Report		July 1, 2003
Submit changes to Open Encumbrance Report		July 3, 2003 by 5pm
<u>Departmental Purchase Order(DPO)/ Subcontract Requisitions *:</u>		
Department Purchase Order (DPO)	\$5,000 or less	June 23, 2003
All unapproved requisitions deleted		June 24, 2003
Procurement Card Transactions	Posted by Bank of America	June 27, 2003
	Transaction information available to PCard coordinators/cardholders	June 30, 2003
	Redistribution via web	July 2, 2003 by 4pm
	Redistributions via PCard redistribution journal entry panel	July 3, 2003
<u>Payment Processing/Reimbursement</u>		
<u>Requests to Accounts Payable *:</u>		
Approved invoices, Check Request Forms And Statements, Travel Expenses	Any Amount	June 20, 2003 by noon
Petty Cash Reimbursement Requests to the Bursar's Office or Accounts Payable	All requests that adhere to approved Petty Cash rules/limits	June 20, 2003

*** Vendor profile form is required for every "Request New Vendor" submitted via Campus Requisition**

If any unit anticipates difficulty in meeting the deadlines listed previously or if there is some question about which commodities belong in a particular category, please contact, by email, procurement.help@business.gatech.edu or ap.ask@business.gatech.edu, or by phone, Loren Hill in the Purchasing Department at 894-6021 or Sharon Jackson in Accounts Payable at 894-0348.

OTHER FUNDS-NON LAPSING

Other funds include equipment and supplies where non-lapsing funds are used and title to material/equipment vests with a sponsoring agency. All purchase requests that must be bid during this fiscal year should reach the Purchasing Department by Friday, May 16, 2003, unless a request is for State or Agency Contract release, which may be submitted through Thursday, June 12, 2003.

OPEN ENCUMBRANCE REPORT

The Open Encumbrance Report data is available exclusively as a PeopleSoft report on the GT Procurement Reports panel (off the Go menu). Within GT Procurement Reports, the Open Encumbrance Report (262) is found on the PO Reports menu.

On Tuesday, July 1, 2003, staff in each unit should print the Open Encumbrance Report(s) and ensure all orders are encumbered properly. Of particular importance are those orders where an error would result in the lapsing of funds. (For example, an encumbrance on a state project that should have been for \$10,000 but was erroneously entered for \$1,000).

All requests to close encumbrances should be noted on the Open Encumbrance Report itself, and then the report must be signed and received by Procurement Services by 5 PM on July 3, 2003. **Closures only will be accepted. No accounting changes or increases can be made.**

FISCAL YEAR 2004 ORDERS (JULY 1, 2003 THROUGH JUNE 30, 2004)

If a unit requires urgent processing of a requisition against next year's appropriation, please do not enter the requisition until Wednesday, June 11, 2003. Requisitions of this type must clearly indicate funding from fiscal year 2004 appropriations as follows:

- Requisition Schedule Panel: Change budget period for each line item to FY2004
- Requisition Comments Panel: Explain the urgency
- Select the buyer "Purchasing Take Action"

While no order can be placed, bids may be secured and held over for processing on Tuesday, July 1, 2003.

PROCUREMENT CARD TRANSACTIONS

All transactions posted by Bank of America to card statements by Friday, June 27, 2003 will be recorded as fiscal year 2003 transactions. (Note: Posted by bank means the date that the vendor has transmitted your purchase information to the bank for posting against your PCard. It does not mean the date that you make the purchase.) Transaction information will be available to card coordinators and/or cardholders on Monday, June 30, 2003. **Any redistribution via web must be completed by 4:00 PM on Wednesday, July 2, 2003 (new web panel beginning April 2003).**

Procurement card redistribution charges via the Peoplesoft FedEx/PCard redistribution panel must be completed by Thursday, July 3, 2003. All transactions posted by Bank of America to card statements after June 27, 2003 will be recorded in fiscal year 2004.

FEDERAL EXPRESS TRANSACTIONS

All Federal Express transactions received via electronic interface by Friday, June 27, 2003 will be posted as fiscal year 2003 transactions. Invoice summaries will be mailed by Tuesday, July 1, 2003. Federal Express redistribution journal entries must be entered in PeopleSoft by Thursday, July 3, 2003.

TRAVEL

In order to use travel funds from FY2003 budgets, a travel expense statement (TES) must be received in Accounts Payable (AP) according to the following schedule:

<u>Trip End Date</u>	<u>Deadline</u>
6/8/2003 and prior	Friday, June 13, 2003
6/9-6/19/2003	Friday, June 20, 2003
6/20-6/25/2003	Thursday, June 26, 2003 by 10:00 AM
6/26-6/30/2003	Reimbursement will be processed after 7/1/03 using FY 2004 funds

Time constraints do not permit exceptions to these deadlines. For partially completed trips, travel expense statements may be submitted for the portion of the trip completed by Wednesday, June 25, 2003. Each travel expense statement must be complete, comply with the Board of Regents and Institute travel policies, be supported by original receipts, and be signed and approved by these deadlines.

Travel encumbrances do not carry forward between fiscal years. All open travel encumbrances will be closed by Friday, June 27, 2003. All TES reimbursement requests submitted after established deadlines will be processed as an FY 2004 expenditure after Tuesday, July 1, 2003.

Airfare that is directly billed to the Institute through Travel Incorporated is not encumbered and will not be carried forward as a liability. Airline tickets will be paid against FY 2003 funds if posted to the Institute account by Tuesday, June 15, 2003. Directly billed airfare for fiscal year 2004 travel dates, as well as those posted after June 15th, will be charged as a fiscal year 2004 expense.

CHECK REQUEST FORM - REIMBURSABLE EXPENSES AND HONORARIUM PAYMENTS

To qualify as an accounts payable (carry forward), services must be performed by Monday, June 30, 2003. Fiscal year 2003 state appropriations cannot be used to fund fiscal year 2004 services. Requests for payment of honorarium or reimbursable expenses must be submitted on the Check Request Form and submitted to Accounts Payable by Friday, June 20, 2003.

ENCUMBRANCE OF CHECK REQUEST FORM (CRF) ITEMS

Unbilled items on the CRF may be encumbered to utilize FY2003 funds if a requisition is entered and approved by the unit in PeopleSoft by Monday, June 23, 2003.

CHANGE REQUEST FORM TO UPDATE PURCHASE ORDERS

A Change Request Form is required to update a Purchase Order. You can obtain a copy of the form at the following web site:

<http://www.business.gatech.edu/depts/PURCHASE/ps/forms.htm>. Email completed Change Request Forms to procurement.help@business.gatech.edu by Thursday, June 12, 2003.

Note: Invoices that are \$500 or less over the encumbered amount do not require a Change Request Form to increase the encumbered amount.

INTRA UNIVERSITY CHARGES

Bookstore – Bookstore charges via journal entry are no longer applicable. Use Pcard for all Bookstore transactions.

Post Office - Deadline for Post Office charges for fiscal year 2003 is Friday, June 20, 2003.

Printing and Copying Services - Deadline for Printing and Copying Service charges for fiscal year 2003 is Friday, June 20, 2003.

Parking - Deadline for Parking charges for fiscal year 2003 is Friday, June 20, 2003.

OIT/Software Distribution - Deadline for OIT/Software Distribution charges for fiscal year 2003 is Friday, June 20, 2003.

OIT/PC Repair - Deadline for PC repair charges for fiscal year 2003 is Friday, June 20, 2003.

OOD Training – Deadline for OOD training charges for fiscal year 2003 is Friday, June 20, 2003.

Chemistry Stockroom and Glass Shop – Deadline for Chemistry Stockroom and Glass Shop charges for fiscal year 2003 is Friday, June 20, 2003.

BI-WEEKLY PAYROLL

The last complete bi-weekly payroll period for fiscal year 2003 will end on Wednesday, June 25, 2003 and is chargeable to Fiscal Year 2003. Time documents are due in Payroll on Thursday, June 26, 2003 by 2:00 PM. Staff and student payroll checks will be distributed on Thursday, July 3, 2003.

The bi-weekly payroll period ending Wednesday, July 9, 2003 includes three days pay chargeable to fiscal year 2003 and seven days pay chargeable to fiscal year 2004.

To facilitate a timely closeout and provide information sooner for unit budget management, the three days of regular bi-weekly wages chargeable to fiscal year 2003 will be estimated and posted from totals encumbered within the SPD system. Student/temporary bi-weekly wages, which are immaterial in total, will be posted entirely in fiscal year 2004.

SUMMER SCHOOL APPOINTMENTS

Again this year, a Web-based panel will be used to capture salary information on the regular faculty working summer semester. Initial summer pay data must be entered into the panel by Thursday, May 15, 2003; however, the pay panel has been enhanced to provide a means for on-going maintenance by the campus. Also, a web-based report has been created to validate pay information. Instructions for panel use and generating the report are available in the Summer Pay Tutorial or contact Payroll at 894-4614 or pay.ask@business.gatech.edu.

PSFs for non-faculty (Graduate Students, Post Docs, etc) summer semester appointments are also due by Thursday, May 15, 2003.

BUDGET AMENDMENTS (FINAL FISCAL YEAR 2003)

The final fiscal year 2003 Budget Amendment must be received in the Budget Office by Friday, May 23, 2003.

SALARY PLANNING & DISTRIBUTION (SPD)

Paper salary distribution changes must be received in the Grants and Contracts SPD Center by Monday, June 30, 2003. On-line users may process SPD changes through Thursday, July 3, 2003.

ANNUAL STATEMENTS OF REASONABLENESS OF SALARY CHARGES

Annual Statements of Reasonableness of Salary Charges (ASR's) will be prepared from the June 30, 2003 salary distribution information and distributed by Tuesday, July 15, 2003. Completed copies of the ASR's must be returned to Grants and Contracts Accounting by Friday, August 15, 2003.

SPONSORED PROJECT BUDGETS

All budget revisions must be submitted by Monday, June 30, 2003.

JOURNAL ENTRIES/COST TRANSFERS

Journal entries applicable to fiscal year 2003 must be received in Accounting Services by Monday, June 23, 2003. Cost Transfer Requests for research related or sponsored projects must be received in Grants and Contracts by Wednesday, June 18, 2003. **Electronic Cost Transfers must be entered by Monday, June 30, 2003. All entries requiring Grants and Contracts approval (Type B) must be cleared by Wednesday, July 9, 2003 to post in fiscal year 2003. Any remaining entries after that date will be cancelled.**

CAMPUS JOURNAL ENTRIES

Procurement Card and Federal Express redistribution journal entries must be entered in PeopleSoft by Thursday, July 3, 2003.

Campus Service Unit (CSU) journal entries applicable to fiscal year 2003 must be entered in PeopleSoft and sent by Monday, June 30, 2003.

CASH RECEIPTS DEADLINE

All cash receipts for FY 2003 are due to the Bursar's Office by Friday, June 27, 2003.

Thank you for your assistance and cooperation. If you have any questions or need additional information, please contact the appropriate business office department.

cc: Dr. G. Wayne Clough
Dr. Jean-Lou Chameau
Mr. Robert Thompson
Mr. Steve Swant
Mr. Chuck Donbaugh
Mr. Jim Kirk
Administrative Network