



**MEMORANDUM**

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

**FROM:** Joel E. Hercik *Joel E. Hercik*

**DATE:** March 9, 2010

**SUBJECT: Fiscal Year 2010 Year-End Closing Schedule**

Listed below are closing deadlines that must be met by all operating units of Georgia Tech to facilitate an orderly and timely closeout process of the Institute's financial records for fiscal year (FY) 2010. **All changes in procedure from prior fiscal years or items of particular interest are shown in bold print.** Strict adherence to these dates is required for Georgia Tech to successfully close the fiscal year and prepare the annual financial report for timely submission to the University System of Georgia Board of Regents and the Georgia Department of Audits and Accounts (DOAA). These deadlines are valid for all Georgia Tech funds including Resident Instruction, Georgia Tech Research Institute, Distance Learning and Professional Education, Enterprise Innovation Institute, Auxiliary Enterprises, Plant Funds and Student Activities. Please ensure there is a designated person in each unit during the closeout period to resolve any issues that may arise.

All current year expenses and revenues must be posted in the correct fiscal year. Please check financial reports and ledgers for your department on a regular basis during the closeout period. Purchase Order, Requisition, and Vouchers questions should be forwarded to [procurement.help@business.gatech.edu](mailto:procurement.help@business.gatech.edu). Ledger or posting related questions should be forwarded to [gl.ask@business.gatech.edu](mailto:gl.ask@business.gatech.edu). The DOAA will disallow requests for expenses, expense reimbursements, purchase order confirmations, revenue entries or journal entries that are processed on or after July 1, 2010 if the transactions are applicable to FY 2010. Please submit all documents by the dates and times indicated in the schedule(s) 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 State funds subject to lapse, especially the requirement for requisitions to be reviewed by State Purchasing.

The following table provides deadlines for the purchase of most supply and equipment items. Of primary concern is the need to commit state funds subject to lapse (includes all state funds except technology fees, continuing education fees, and indirect cost recoveries). In addition to the table, an attachment to this memorandum lists all closeout deadlines in chronological order.

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*A Unit of the University System of Georgia*

*An Equal Education and Employment Opportunity Institution*

**Your assistance in meeting these critical deadlines is greatly appreciated. Any requisitions received after the deadline dates will be cancelled and not processed. All back up documentation, (such as approved EDP, sole source justification, quote, specifications, etc.) should be forwarded to the contract officer as soon as you receive notification that it has been assigned. If the contract officer does not receive the documents in a timely manner, the requisition will be cancelled. To help us serve you better, please do not submit/approve a requisition if you do not have all the required backup documentation ready to forward to the contract officer.**

**GEORGIA TECH PURCHASING DEADLINES FOR FISCAL YEAR 2010**

<u>Type of Purchase</u>	<u>Purchase Amount</u>	<u>Deadline</u>
<u>Purchasing Take Action Requisitions That Require Review by State Purchasing:</u>		
Motor Vehicles: Vehicles on State Contract	All	Statewide moratorium No purchases allowed
Equipment, Supplies, Furniture, Services (not on State Contract)	\$100,000 or greater	April 2, 2010
<u>Purchasing Take Action Requisitions:</u>		
Items requiring bidding or Sole source documentation	\$5,000 or greater	May 7, 2010
Any Commodity/Service on a State Or Agency Contract	\$5,000 or greater	June 4, 2010
<u>Departmental Purchase Order (DPO)/ Subcontract Requisitions:</u>		
Change Request Forms to update Purchase Orders due to Business Services	Any amount	June 24, 2010
Last day to create and approve a Departmental Purchase Order (DPO)	\$5,000 or less	June 25, 2010
<u>Procurement Card Transactions</u>		
Posted by Bank of America		June 25, 2010
Transaction information available to PCard coordinators/cardholders in Works		June 26, 2010
All unapproved ("Open") requisitions cancelled		June 28, 2010
<b>Open encumbrance reports for changes to FY 2009 or FY 2010 funds</b>		<b>June 30, 2010 by NOON</b>
PCard Redistributions via Works system		July 1, 2010 by 4 PM
PCard Redistributions via CPC journal entry panel		July 2, 2010 by 6 PM

If any unit anticipates difficulty meeting the deadlines listed previously or if there is some question about which commodities belong in a particular category, please contact, by email,

[purchasing.ask@business.gatech.edu](mailto:purchasing.ask@business.gatech.edu), or by phone, Judy Whitfield in the Purchasing Department at 404.894.9054.

### **ACCOUNTS PAYABLE**

The deadline to submit Approved Invoices and Check Request Forms for processing prior to June 30, 2010 is Monday, June 21<sup>st</sup> at NOON. Departments may continue to submit payment requests after this deadline; however they will be processed in the order received. Payment requests must be properly approved, include supporting documentation, and have a sufficient encumbrance balance, where required, to ensure prompt payment processing prior to fiscal year end.

If any unit anticipates difficulty meeting the deadline or needs assistance with fiscal year end processes, please contact [ap.ask@business.gatech.edu](mailto:ap.ask@business.gatech.edu) or Sharon Jackson in Accounts Payable at 404.894.0348. Urgent payment and correction requests submitted after the deadline must be hand delivered to a manager to ensure expedited processing.

Although payments made after June 30th will not be posted to FY 2011 ledgers until July 14<sup>th</sup>, EFT and check payments will be processed daily beginning July 1<sup>st</sup>.

### **ACCOUNTS PAYABLE LIABILITY ACCRUAL**

Accounts Payable must accrue all unpaid invoices dated June 30, 2010 and prior related to FY 2010 or prior purchase orders and contracts.

#### Electronic Invoices in Image/WebNow

All invoices in the electronic work queue that can be immediately approved should be approved and routed to the 'PAY' queue. All invoice that are valid, but unable to be immediately approved, may remain in the electronic work queue. Accounts Payable will run a query to capture invoices that remain in the electronic work queue for accrual processing.

#### Paper Invoices

All paper invoices must be manually accrued if not paid by June 30, 2010. Please fax these invoices, with the approval stamp, to 404.385.3305, **ATTN: Mimi Cordero AP-FY10**.

Any invoices that are valid, but unable to be immediately approved, must still be accrued. Please fax these invoices, without the approval stamp, to 404.385.3305, **ATTN: Mimi Cordero AP-FY10**. If you prefer to scan and route via e-mail, please submit to [ap.ask@business.gatech.edu](mailto:ap.ask@business.gatech.edu) with AP-FY10 in the subject line. Please follow the standard process for invoice approval by using the invoice payment stamp or the Check Request Form when the invoice is ready to be approved for payment.

### **PRE-PAID EXPENSES**

Expenses for FY 2011 that must be paid prior to June 30, 2010 will be processed as pre-paid expenses by Accounts Payable and will be posted to FY 2011 ledgers after July 1, 2010. Please provide a valid FY 2011 project ID at the time of payment request and note 'PRE-PAID EXPENSE' on the Check Request Form or invoice. Examples include registration and airfare that must be paid in June for travel after July 1, 2010.

## OPEN ENCUMBRANCE REPORT

Campus users should run the Open Encumbrance Report (GTPOR262) throughout the month of June to review and evaluate open encumbrances. Any open encumbrance changes must be submitted to Business Services by NOON on June 30, 2010. No open encumbrance changes will be accepted for FY 2009 or FY 2010 after this deadline. Open encumbrance changes received after this deadline will be posted to the ledger with a transaction date of July 1, 2010 or later. Open Encumbrance questions should be forwarded to [procurement.help@business.gatech.edu](mailto:procurement.help@business.gatech.edu).

## FISCAL YEAR 2011 ORDERS

Fiscal Year 2011 requisitions cannot be entered in the system until July 1, 2010. If a department needs to notify a vendor that they intend to create or renew an order, the department must complete the "Notice of Intent to Issue Purchase Order" form located on the Business Services forms bank ([http://www.procurement.gatech.edu/mm\\_forms.html](http://www.procurement.gatech.edu/mm_forms.html)). This form must be forwarded to the vendor prior to July 1, 2010. New vendors should submit an electronic vendor profile form, which is also located on the Business Services forms bank. While no FY 2011 orders can be placed prior to July 1, 2010, bids may be secured and held over for processing. Departments requiring bids should contact Judy Whitfield at [judy.whitfield@business.gatech.edu](mailto:judy.whitfield@business.gatech.edu) for assistance. FY 2011 transactions will not be available on any financial reports until July 14, 2010.

## PROCUREMENT CARD TRANSACTIONS

All transactions posted by Bank of America to PCard statements by Friday, June 25, 2010 will be recorded as FY 2010 transactions. (Please Note: "Posted by Bank" refers to the date that the vendor transmits purchase information to Bank of America for posting against the PCard. It does not refer to the date the purchase was made.) Transaction information will be available for redistribution to card coordinators and/or cardholders in Works on Saturday, June 26, 2010. Any PCard redistributions via the Works system must be completed by 4:00 PM on Thursday, July 1, 2010. Procurement card redistribution charges via the CPC journal entry must be completed by Friday, July 2, 2010. All transactions posted by Bank of America to card statements after June 25, 2010 will be recorded in FY 2011. **Please Note: The PCard may not be used to purchase prepaid registrations for FY 2011 using FY 2010 funds.** Please forward all PCard related questions to [pcard.ask@business.gatech.edu](mailto:pcard.ask@business.gatech.edu).

## TRAVEL

In order to process travel payments from FY 2010 funds, 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>
4/30/2010 and prior	Friday, May 14, 2010
5/1 - 5/31/2010	Wednesday, June 9, 2010
6/1 - 6/19/2010	Monday, June 21, 2010 by NOON
6/20 - 6/30/2010	Reimbursement will be processed after July 1, 2010 using FY 2011 funds. <b>Urgent requests that must be posted by June 30, 2010 may be hand delivered to an Accounting Manager by Friday, June 25, 2010 at NOON.</b>

Unfortunately, time constraints do not permit exceptions to these deadlines. 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, approved and submitted by these deadline.

**Travel encumbrances using sponsored funds will carry forward for 90 days, until September 24, 2010, unless liquidated by a Travel Expense Statement.** All open travel encumbrances using **non-sponsored** funds will be closed by Friday, June 25, 2010. Any encumbrances that include registration or other items on the same travel encumbrance will also be closed. All TES reimbursement requests submitted after the established deadlines will be processed as FY 2011 expenses after July 1, 2010. Open travel encumbrances for July 1, 2009 through April 30, 2010 will be closed on May 26, 2010. Please forward all travel related questions to [travel.ask@business.gatech.edu](mailto:travel.ask@business.gatech.edu).

Airfare that is directly billed to the Institute through Travel Incorporated is not encumbered and will not be carried forward. Airline tickets will be paid against FY 2010 funds if posted to the Institute account by Monday, June 7, 2010. Airfare for FY 2011 travel dates using state funds can be booked in FY 2010, but will be posted to a pre-paid expense account and will be transferred as a FY 2011 expense after July 1, 2010.

#### **CHANGE REQUEST FORM TO UPDATE PURCHASE ORDERS**

An online change request form is required to update a purchase order. This online form can be found using the following navigation after logging into TechWorks: Purchasing > GT Purchasing > Purchasing Change Request. Change Request Forms must be submitted to Business Services by Thursday, June 24, 2010. Please contact [procurement.help@business.gatech.edu](mailto:procurement.help@business.gatech.edu) with any questions.

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

#### **INTRA INSTITUTE CHARGES**

**CoS Small Jobs Machine Shop** – Deadline for CoS Small Jobs Machine Shop charges for FY 2010 is May 28, 2010.

**Glass Shop** – Deadline for Glass Shop charges for fiscal year 2010 is Friday, May 28, 2010.

**Mass Spec Facility** – Deadline for Mass Spec Facility charges for FY 2010 is Friday, May 28, 2010.

**NMR Facility** – Deadline for the Nuclear Magnetic Resonance Facility (NMR) charges for fiscal year 2010 is Friday, May 28, 2010.

**FIB Center** – Deadline for the Focused Ion Beam (FIB) Center charges for FY 2010 is Friday, June 11, 2010.

**Post Office** - Deadline for Post Office charges for FY 2010 is Wednesday, June 16, 2010.

**Printing and Copying Services** - Deadline for Printing and Copying Service charges for FY 2010 is Wednesday, June 16, 2010.

**Parking** - Deadline for Parking charges for FY 2010 is Wednesday, June 16, 2010.

**OOD Training** – Deadline for OOD training charges for FY 2010 is Wednesday, June 16, 2010.

**Facilities** - Deadline for Facilities charges for FY 2010 is Wednesday, June 16, 2010.

### **BI-WEEKLY PAYROLL**

The last complete bi-weekly payroll period for FY 2010 will end on Wednesday, June 16, 2010 and is chargeable to FY 2010. Time reporting for the period ended June 16, 2010 must be completed on Friday, June 18, 2010 by 5:00 PM. Late time documents that the departments cannot enter are due in Payroll on Thursday, June 17, 2010 by 2:00 PM. The bi-weekly staff and student pay date is Friday, June 25, 2010.

The bi-weekly payroll period ending Wednesday, June 30, 2010 includes ten days pay chargeable to FY 2010 and zero days pay chargeable to FY 2011. To facilitate a timely closeout and provide information sooner for unit budget management, the ten days of regular bi-weekly wages chargeable to FY 2010 will be estimated and posted from totals encumbered within the SPD system. Student and temporary staff bi-weekly wages, which are immaterial in total, will be posted entirely in FY 2011.

Final off-cycle check requests for FY 2010 are due in Payroll by noon on Friday, June 11, 2010. Requests after this date will be processed for payment from FY 2011 funds.

### **SUMMER SCHOOL APPOINTMENTS**

The summer pay panels in the HR system opened on January 26, 2010 to capture salary information for regular faculty working summer semester. The deadline to enter summer pay information for the May pay date is Friday, May 14, 2010. Instructions for panel use and generating the report are available in the Summer Pay Tutorial. Users can also contact Payroll at 404.894.4614 or email [pay.ask@business.gatech.edu](mailto:pay.ask@business.gatech.edu). PSFs for non-faculty (Graduate Students, Post Docs, etc) summer semester appointments are due on Friday, May 7, 2010.

### **BUDGET AMENDMENTS**

The IBS System will be open for the final FY 2010 Budget Amendment on Wednesday, June 2, 2010. Final budget amendments must be received in the Budget Office by Friday, June 11, 2010. This date is tentative. Any change in this date will be announced by the Budget Office.

### **SALARY PLANNING & DISTRIBUTION (SPD)**

Over 120 Day SPD redistributions to externally funded sponsored projects must be received in the Grants and Contracts SPD Center by Friday, June 25, 2010. All other paper salary distribution changes must be received by Wednesday, June 30, 2010. On line users may process SPD changes through Friday, July 2, 2010.

**SPONSORED PROJECT BUDGET REVISIONS**

All budget revisions must be submitted by Friday, July 2, 2010.

**JOURNAL ENTRIES/COST TRANSFERS**

Journal entries applicable to FY 2010 must be received in Controller's Office by Tuesday, June 15, 2010.

Written Cost Transfer Requests for sponsored projects must be received in Grants and Contracts Accounting by Wednesday, June 30, 2010.

Electronic Cost Transfers (ECT) must be entered and submitted by Wednesday, June 30, 2010. All ECT entries for FY2010 requiring Grants and Contracts approval (Type B) must be cleared by Friday, July 2, 2010. Any remaining entries after that date will be canceled.

Campus Service Unit (CSU) journal entries applicable to FY 2010 must be entered and sent by 6 PM, Wednesday, June 30, 2010.

**ANNUAL STATEMENTS OF REASONABLENESS OF SALARY CHARGES**

Annual Statements of Reasonableness of Salary Charges (ASR's) will be prepared from the June 30, 2010 salary distribution information and distributed by Friday, July 9, 2010. Completed copies of the ASR's must be returned to Grants and Contracts Accounting by Tuesday, August 31, 2010.

**CASH RECEIPTS DEADLINE**

All cash receipts for FY 2010 are due to the Bursar's Office by Tuesday, June 29, 2010.

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

cc: Mr. Steve Swant  
Mr. Chuck Donbaugh  
Ms. Rosalind Meyers  
Administrative Network

**Georgia Institute of Technology**  
**Chronological Schedule for Fiscal Year 2010 Close-Out**

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<b>April 2, 2010 - Friday</b>	Deadline to purchase Equipment, Supplies, Furniture and Services with a purchase amount of \$100,000 and above (not on State Contract)
<b>May 7, 2010 - Friday</b>	Deadline to submit a PSF for a <u>non-faculty</u> (Graduate Students, Post Docs, etc.) Summer Semester Appointment  Deadline to purchase items \$5,000 or greater that require bidding or sole source documentation
<b>May 14, 2010 - Friday</b>	Deadline for Summer Pay entries for Regular Faculty working summer semester  Travel Expense Statements for trip end dates prior to April 30, 2010 due to Accounts Payable
<b>May 26, 2010 - Wednesday</b>	All travel encumbrances and related registrations for trips ending April 30, 2010 and prior will be closed
<b>May 28, 2010 - Friday</b>	Deadline for CoS Small Jobs Machine Shop charges against FY 2010 funds  Deadline for Glass Shop charges against FY 2010 funds  Deadline for Mass Spec Facility charges against FY 2010 funds  Deadline for Nuclear Magnetic Resonance Facility (NMR) charges against FY 2010 funds
<b>June 1, 2010 - Tuesday</b>	Begin running Open Encumbrance Reports for review
<b>June 2, 2010 - Wednesday</b>	IBS System open for the final FY 2010 Budget Amendment
<b>June 4, 2010 - Friday</b>	Deadline to purchase any Commodity or Service, \$5,000 or greater on a State or Agency Contract
<b>June 7, 2010 - Monday</b>	Deadline for Airline Tickets purchased through Travel Inc. and posted to the Institute's Account to be charged to FY 2010
<b>June 9, 2010 - Wednesday</b>	Travel Expense Statements for trips ending between May 1, 2010 and May 31, 2010 due to Accounts Payable
<b>June 11, 2010 - Friday</b>	Final FY 2010 Budget Amendments due to Budget Office  Final Off-Cycle Payroll Check Requests for FY 2010 due to Payroll by NOON. Requests after this date will be processed for payment from FY 2011 funds.  Deadline for Focused Beam Center (FIB) charges against FY 2010 funds
<b>June 15, 2010 - Tuesday</b>	Deadline to submit FY 2010 journal entries to Controller's Office



**Georgia Institute of Technology**  
**Chronological Schedule for Fiscal Year 2010 Close-Out**

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- June 16, 2010 - Wednesday**     Deadline for Post Office charges against FY 2010 funds  
Deadline for Printing and Copying Service charges against FY 2010 funds  
Deadline for Parking charges against FY 2010 funds  
Deadline for OOD Training charges against FY 2010 funds  
Deadline for Facilities charges against FY 2010 funds  
Deadline for replenishment of all Departmental Petty Cash Funds
- June 17, 2010 - Thursday**     Late or revised time documents for the bi-weekly payroll period ending June 16, 2010 are due in payroll by 2 PM
- June 18, 2010 - Friday**        Time reporting for period ended June 16, 2010 must be completed by 5 PM
- June 21, 2010 - Monday**        Travel Expense Statements for trips ending between June 1, 2010 and June 19, 2010 due to Accounts Payable by NOON  
Approved Invoices and Check Request Forms due to Accounts Payable by NOON
- June 24, 2010 - Thursday**        Deadline to submit Change Request Forms to update Purchase Orders to Business Services
- June 25, 2010 - Friday**        Urgent travel requests that need to be posted by June 30, 2010 must be hand delivered to an A/P Accounting Manager by NOON  
Last day that transactions posted to Procurement Card statements will be charged against FY 2010 funds  
All open travel encumbrances on non-sponsored funds will be closed  
Bi-weekly staff and student pay date for the period ending June 16, 2010  
Last day to create and approve a Departmental Purchase Order (DPO) for \$5,000 or less  
Over 120 Day SPD Redistributions to externally funded sponsored projects due to Grants & Contracts SPD Center
- June 26, 2010 - Saturday**        PCard transaction information available for redistribution to coordinators and/or cardholders in Works
- June 28, 2010 – Monday**        All unapproved (“Open”) requisitions will be canceled
- June 29, 2010 - Tuesday**        Deadline to submit Cash Receipts to Bursar’s Office  
Final review of Open Encumbrance Reports. All changes for FY 2009 or FY 2010 must be returned to Business Services by NOON on Wednesday, June 30, 2010.

**Georgia Institute of Technology**  
**Chronological Schedule for Fiscal Year 2010 Close-Out**

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- June 30, 2010 - Wednesday**    SPD Paper Based Changes due to Grants & Contracts Accounting
- Deadline to enter and send Campus Service Unit (CSU) journal entries for FY 2010 - 6PM
- Deadline for all Electronic Cost Transfer Journal Entries – 6PM
- Deadline to submit Written Cost Transfer requests to Grants and Contracts Accounting
- Open Encumbrance Reports must be submitted to Business Services by NOON
- July 1, 2010 - Thursday**    Travel Expense Statements for trips ending June 20, 2010 and later will be processed using FY 2011 funds
- GTRI Machine Shop Charges – June 2010 expenses posted to ledger
- Deadline for PCard Redistributions via Works system - 4PM
- July 2, 2010 - Friday**    GTRI Services to RI units – June 2010 services posted to ledger
- Deadline for PCard redistributions via CPC journal entry - 6PM
- Deadline to submit Budget Revisions to Grants and Contracts Accounting
- Deadline for On-line SPD changes by campus units
- Deadline to clear or cancel Electronic Cost Transfer journal entries held for Grants and Contracts Accounting review (Type B)
- Final BuzzCard posting for FY 2010
- July 6, 2010 - Tuesday**    DLPE FY 2010 Close
- July 7, 2010 - Wednesday**    GTRI FY 2010 Close
- July 8, 2010 - Thursday**    Grants & Contracts Accounting FY 2010 Close
- July 9, 2010 - Friday**    GT FY 2010 Final Close
- Annual Statements of Reasonableness distributed based on June 30, 2010 salary distribution information
- July 14, 2010 - Wednesday**    FY 2011 transactions available on financial reports
- August 31, 2010 - Tuesday**    Annual Statements of Reasonableness for FY 2010 due in Grants and Contracts Accounting
- September 24, 2010 - Friday**    All open travel encumbrances from FY 2010 using sponsored funds will be closed