

**Reminder email info 6/10/2013**

Resending as a reminder as some deadlines are fast approaching....

It's that time of year again to prepare for the annual closing of the fiscal year.

Please pay close attention to the departmental fiscal deadlines listed below in **red**. It is important that these deadlines are followed in order to allow the fiscal staff adequate time to prepare for the university wide year-end closing process. Please share with your faculty/staff/residents/students.

**FOR ALL FACULTY: Flex dollars DO NOT carry forward. Faculty flex allotments start over July 1. If you need to know what your current flex balance is, please check with Gwen or myself.**

**PAYROLL DISTRIBUTIONS:** If you have any changes to the funding sources for your payroll for this fiscal year (13/14) please make sure to submit any changes by **6/13/2014 (THIS FRIDAY)** in order to ensure the changes post in time for the last payroll retro distribution run on 6/19/14. Now is the time to make sure that you are accurately distributed to all research projects for which you have effort. Any changes after 6/19/14 will not post for FY14 and will instead post for FY15. If you have questions about this, please let me know.

**NEXT MONDAY TRAVEL AUTHORIZATIONS/EXPENSE REPORTS:** -- **6/16/2014** - Deadline for submitting a travel request authorization or expense reimbursement report to fiscal staff in order to be encumbered or paid against current fiscal year funds. This is especially important if using your flex allotment or any other unrestricted funding source that does not carry forward. The travel/expense module will close at the end of business on 6/24/2014 and will not re-open until 7/7/14. If your travel authorization request or expense reimbursement request is submitted to the fiscal staff after 6/16/14 there is no guarantee that it will be processed in the current fiscal year which means you will have to wait until the system reopens in July before receiving your reimbursement. This is especially important if you are wanting to use FY14 funds, i.e. you are planning on traveling at the end of June using your FY14 flex funds or other unrestricted source and a travel request has not been approved by 6/24/2014, even though the travel actually occurred in FY13, the reimbursement amount will count against next year's (FY15) flex allotment.

**PURCHASING & DISBURSEMENT DEADLINES:**

**THIS DEADLINE HAS PASSED 5/7/2014** – Deadline for submitting purchasing requisitions to the fiscal staff for orders above \$75,000 that require competitive bidding according to UF policy.

**TOMORROW, THIS INCLUDES PCARD PURCHASE REQUESTS --- 6/11/2014** - Deadline for submitting requisitions/Purchase Order requests that are intended to be encumbered against current FY funds. This includes myUFmarket requisitions. All purchase requisitions must be entered into the system by end of business 6/13/14 in order to be encumbered against current fiscal year funds. Please have any PO requests turned in to the fiscal staff by 6/11/2014 in order to ensure that we have sufficient time for the requisition process. This is especially important if using your flex allotment or other unrestricted sources that do not carry forward from year to year. Anything processed after these dates will automatically roll to FY15.

**TOMORROW --- 6/11/2014** – Deadline to submit all purchase requests (including pcard purchases) to fiscal staff for items that are to be charged against current fiscal year funds. This is especially important if using your flex allotment or other unrestricted sources that do not carry forward from year to year.

For PCard purchases -- Because of timing issues with vendors submitting purchasing card transactions to their bank, there is no way to determine the exact date a transaction will be sent to UF by our bank and loaded into the PCard module. This means that even if a purchase is made on 6/11/2014 there is no guarantee that it will show up in the system and go through the approval process by the time the system shuts down on 6/24/2014 so please plan purchases accordingly – the sooner the better. **6/24/14** is the last day to approve PCard transactions to ensure payment from current FY funds.

**(2 WEEKS FROM TODAY) 6/24/14** – This is the last day to approve an invoice to ensure payment from current FY funds.

We will be closed out of all UF Financial systems at the end of business on 6/24/2014 and the system will not re-open until 7/7/13.

Please let me know if you have any questions.

Robin E. Smith  
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**Original info sent**

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