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MEMORANDUM

TO: UNIVERSITY COMMUNITY

FROM: Eric A. Christian, Purchasing Supervisor

DATE: August 22nd, 2006

SUBJECT: YEAR END PROCEDURES

As we approach the end of fiscal year 2006, your assistance is needed to insure the timely closing of the University's books. Adhering to the schedule prescribed below is essential if appropriate expenditures and other entries are to be charged to the FY 2006 operating budget. The documents and their associated deadlines are as follows:

Purchase Requisition(s): Submit to Accounting

(1) On Island: Tuesday, September 12th, 2006
(2) Off Island: Friday, September 1st, 2006

Direct Pay/Check Requisition (s): Submit to Accounting

(1) On Island: Thursday, September 28th, 2006
(2) Off Island: Thursday, September 28th, 2006

Purchase Order(s):

(1) Receiving Report(s): Submit to Purchasing prior to Thursday, September 28th, 2006.
(2) Invoice(s): Received in Accounting by Friday, September 29th, 2006.

As you know, both the receiving report and the invoice must be processed before payment is made against a purchase order. For most purchase orders, the invoice is sent directly from the vendor to Accounting. To meet the above deadline, you may have to contact the vendor and request the invoice.

Thank you in advance for your assistance in meeting these deadlines. Please contact the Budget Office with matters related to unstricted fund or Grants Office for restricted funds. Contact the Purchasing Office at x1480 if help is needed in resolving purchase order related issues.

(Web 09.01.06)