



University of the Virgin Islands

MEMORANDUM

TO: UNIVERSITY COMMUNITY

FROM: Vincent Samuel, Acting Vice-President & Controller
Eric A. Christian, Purchasing Supervisor

DATE: July 23, 2003

SUBJECT: YEAR END PROCEDURES

As we approach the end of fiscal year 2003, your assistance is needed to assure a order by closing the fiscal year. Following the schedule prescribed below is essential if appropriate expenditures and other entries are to be charged to the 2003 fiscal year. The type of documents and its associated deadlines are as follows:

Purchase Requisition(s): Submit to Accounting on or before

- (1) On Island: September 5, 2003
- (2) Off Island: August 15, 2003

Direct Pay Voucher(s): Submit to Accounting

- (1) On Island: September 30, 2003
- (2) Off Island: September 30, 2003

Purchase Order(s):

- (1) Receiving Report(s): Submit to Purchasing prior to September 30, 2003
- (2) Invoice(s): Received in Accounting by September 30, 2003.

NOTE: 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 Accounting at x1430 if you need help analyzing your account or contact Purchasing at x1480 if help is needed in resolving purchase order related issues.

pc: Peggy Smith, Assistant Controller