Date: February 28, 2013

To: All Budget Managers, Directors, and Department Heads

From: John Benjamin, Assistant Controller

Re: Fiscal Year-end Accounting Procedures

As Butler’s 2012-13 fiscal year-end approaches, the Business Office, Budgets and Grants, Campus Impressions, Purchasing Services, and Student Accounts have established the following procedures and deadlines to ensure an accurate accounting and budget cutoff. Please forward this memo to individuals in your departments who may be involved in the activities covered in this memo. We appreciate your attention and support in these procedures, which will help us successfully wrap up another fiscal year.

April 1, 2013  Computer Purchases

Last day for submitting requisitions for computer hardware/software. All requisitions must be submitted to Purchasing Services by 3:00 PM on this date. Please remember that all computer hardware/software purchases must be made through Purchasing Services per the University Procurement Policies (bufiles\general\Forms\Business Forms\Business Policies).

All computer purchases received on or before May 31, 2013 will be applied to the 2012-13 fiscal year, regardless of where the expenses are being charged (i.e. operational budget, grant, project, gift account). Purchases received after May 31, 2013 will be applied to the 2013-14 fiscal year. If you have any questions regarding computer purchases, please contact Purchasing Services at ext. 9000.

April 1, 2013  Furniture Purchases

Due to the delivery time needed for furniture purchases, all requisitions must be submitted to Purchasing Services by 3:00 PM on this date. All purchases received on or before May 31, 2013 will be applied to the 2012-13 fiscal year regardless of where the expenses are being charged (i.e. operational budget, grant, project, gift account). Purchases received after May 31, 2013 will be applied to the 2013-14 fiscal year. If you have any questions regarding furniture purchases, please contact Purchasing Services at ext. 9000.
May 3, 2013  Requisitions (not including computer-related or furniture-related orders)

Last day to submit requisitions for 2012-13 purchase orders. All departmental requisitions must be submitted to Purchasing Services by 3:00 PM on this date. Sufficient funds must be present to process requisitions. Please remember that all purchases over $1,500 require a purchase order number per the University Procurement Policies (bufiles\general\Forms\Business Forms\Business Policies\Procurement_Policies). Purchases over $10,000 also require three competitive bids.

All purchases received on or before May 31, 2013 will be applied to the 2012-13 fiscal year, regardless of where the expenses are being charged (i.e. operational budget, grant, project, gift account). Purchases received after May 31, 2013 will be applied to the 2013-14 fiscal year. If you have any questions regarding requisitions, please contact Purchasing Services at ext. 9000.

May 10-15, 2013  Purchasing Card Transactions

Purchases made between May 10th and May 15th 2013 are subject to US Bank and the merchants’ processing time and thus, may not be processed until the June statement. Transactions must be listed on your May VISA statement to be charged against the 2012-13 fiscal year. If you have any questions regarding purchasing card transactions, please contact Purchasing Services at ext. 9000.

May 10, 2013  Out-of-House Print Jobs

Last day out-of-house print jobs can be sent to the vendor for 2012-13. Please note the planning process for jobs should be initiated well before this date (4 weeks). This will ensure all preliminary work, including design and set-up is completed. If you have any questions on print jobs, please contact Chris Davis (cedavis@butler.edu).

May 13, 2013  April Departmental Reports

The month of April will be closed and reports will be processed to your FinRep folder. If you have any questions about April reports, please email the Business Office at BusinessOffice@butler.edu.
May 17, 2013  In-house Print Jobs

Last day in-house print jobs can be received for 2012-13. Please note the planning process for jobs should be initiated well before this date (4 weeks). This will ensure all preliminary work, including design and setup, is completed. If you have any questions on print jobs, please contact Chris Davis (cedavis@butler.edu).

May 20, 2013  Journal Vouchers

Last day to submit journal vouchers. Please carefully review the April summary and detailed transaction reports and submit any entries you believe need to be made to the Business Office by 4:30 PM on this date. The only entries that will be processed after this date will be inter-departmental chargebacks. If you have any questions regarding journal vouchers, please contact John Benjamin (jbenjami@butler.edu).

May 20, 2013  Budget Change Requests

Last day to submit budget change request forms. Please carefully review the April summary and detailed transaction reports and submit all budget change request forms to Cheryl Jensen (academic) or Kathy Hankins (administrative) by 4:30 PM on this date to be processed in the 2012-13 fiscal year. If you have any questions regarding academic budget change requests, please contact Cheryl Jensen (cjensen@butler.edu); administrative budget change requests, Kathy Hankins (khankins@butler.edu); or internal or external grants, Bob Marcus (rmarcus@butler.edu).

May 24, 2013  Office 360 – Office Supply Orders

Last day to order office supplies from Office 360. Orders must be received or faxed by 3:00 PM on this date to be charged against the 2012-13 fiscal year. If you have any questions regarding Office 360 transactions, please contact Purchasing Services at ext. 9000.

May 29, 2013  In-house Copy Jobs

All copy jobs received by 3:00 PM will be charged to the 2012-13 fiscal year, unless otherwise requested. Please note any job to be charged back after June 1, 2013, will not be produced until after June 1, 2013. If you have any questions on copy jobs, please contact Chris Davis (cedavis@butler.edu).
May 29, 2013  Departmental Deposits

Last day to submit departmental deposits to the Student Accounts window for processing in fiscal year 2012-13.

May 29, 2013  Petty Cash

Last day to submit petty cash items to the Student Accounts window for processing in fiscal year 2012-13. Remember that reimbursements for gas, mileage, meals, or payments to individuals must first have Business Office approval before submitting the requests to the Student Accounts window. The Business Office must also review and approve reimbursements where the receipt does not match the requested reimbursement amount.

May 31, 2013  Bookstore charges

Last day to charge departmental items at the Bookstore for processing in fiscal year 2012-13.

June 3, 2013  Requisitions

Purchasing Services will begin accepting and processing 2013-14 requisitions on this date.

June 10, 2013  Preliminary May Reports

Preliminary May Reports will be processed to your FinRep folders. Please review your reports in detail. The 9 vs. 12-month payroll entry will be reflected in these preliminary departmental reports. If you have any questions regarding the payroll entry, please contact Diane Kolas (dkolas@butler.edu).

Note: The last bi-weekly payroll that is applied to 2012-13 is paid on May 31, 2013 for the pay period May 11 through May 24, 2013.

Any other needed journal vouchers to make corrections must be submitted to the Business Office by 4:30 PM on June 17, 2013.

A second and final set of reports will be processed after all other 2012-13 related items have been posted.
**June 17, 2013**

**Journal Vouchers**

Any other needed journal vouchers to make corrections after review of the preliminary May reports must be submitted to the Business Office by 4:30 PM.

**June 17, 2013**

**Accounts Payable Deadline – Expense Reports and RFPs**

Last day to submit expenditures for processing in the 2012-13 fiscal year. Please note that Butler is required to report all expenditures that have occurred **on or before May 31, 2013** in our 2012-13 financial statements. Therefore, it is critical that all expense reports, request for payments (RFPs), and Purchasing RFPs are submitted by this date, **regardless of where the expenses are being charged** (i.e. operational budget, grant, project, gift account).

The Business Office reviews all expenditures to determine which fiscal year should be charged. The following are guidelines used in determining the fiscal year:

**Expense Reports:** Expense report items must have occurred **on or before May 31, 2013** in order for the expense to be charged to the 2012-13 fiscal year.

**Request for Payments (RFPs) and Purchasing RFPs:** In order for a purchase to be charged to 2012-13, the purchase must be made and the goods or services received **on or before May 31, 2013**. If the goods or services are received after May 31, the purchase will be applied to the 2013-14 fiscal year.

Please submit 2012-13 items as early as possible to have the transactions on the May preliminary reports.

If you have any questions regarding expense reports or RFPs, please contact Amber Rowland (arowland@butler.edu).