

IMPORTANT DEADLINES

FY2009 YEAR-END CLOSE OUT

ACCOUNTS PAYABLE & PURCHASING

****Now accepting FY2010 Purchase Requisitions****

**May 1,
2009**

Purchase Requisitions: All purchase requisitions for equipment, commodities and contractual services (regardless of the account) must be submitted to Purchasing. Requisitions received prior to May 1, 2009 will be given priority. **Purchasing cannot guarantee that requisitions submitted after May 1st will be paid from FY09 funds.** Requisitions using grant monies must indicate when the grant period ends.

Note:

In order to ensure compliance with the rules, regulations, and guidelines established by the State of Illinois, the Illinois Procurement Code, and the SIU Board of Trustees, **all purchase requisitions, along with all required approvals, supporting documentation, and/or forms, must be submitted to Purchasing a minimum of 45 days prior to the expected date of acquiring the goods or the beginning date of the service** so that the purchase order can be issued prior to the delivery of the goods and/or services. A purchase order or contract must be issued prior to the receipt of any goods or services that are performed. For further information, see **Procurement Policy Board (PPB) Review.**

**June 8,
2009**

Purchase Order Revisions: Last day to increase/decrease FY09 State appropriated purchase orders.

**June 12,
2009**

Direct Vouchering (payment not associated with a purchase order): Last day Accounts Payable will accept any invoice vouchers (IDFs) for FY09 (regardless of account) for payments to be processed prior to June 30, 2009.

P-Card (OfficeMax): The last day to return ordered merchandise from OfficeMax for credit is **June 12, 2009.**

**June 15,
2009**

P-Card (OfficeMax):

You may order from the OfficeMax online web site at <http://www.officemaxsolutions.com> using your University issued P-Card through **June 15, 2009.**

After this deadline, SIU will be blocked from ordering by OfficeMax.

For products ordered from OfficeMax on **June 11 -15, 2009**, which was not picked

correctly or is damaged, contact Tim Herman, OfficeMax Business Relationship Manager (618-799-8690 or timothyherman@officemax.com) immediately.

**June 19,
2009**

P-Card: Last day to order any product using a P-Card for FY09.

**June 22,
2009**

AIS Internal Billings: All AIS Internal Billings must be submitted to Accounts Payable prior to noon on **June 22, 2009**.

AIS Internal Billings received after noon on June 22, 2009 will not be processed within FY09.

**June 26,
2009**

Invoice Distribution Forms (IDFs): Last day Accounts Payable will be able to process AIS invoice distribution forms (IDFs) as June business.

P-Card purchases charged to local accounts: Last day for all P-Card purchases charged to local accounts to be delivered, reconciled and approved or they will **not** be FY09 transactions.

**June 29,
2009
Noon**

Last day checks will be written for FY09 by Accounts Payable.

NO CHECKS WILL BE WRITTEN JUNE 30, 2009 THRU JULY 3, 2009.

**June 29,
2009**

Departments must have all Releases and Receipts for FY09 purchase orders **entered (Releases must be entered and approved)** by the end of business (4:30pm) on **June 29, 2009**.

**End of
Business
(4:30 pm)**

NOTE: Departments utilizing Planned Purchase Orders (PPO) should pay particular attention to the expiration date. If an invoice has not been received for a purchase against a Planned Purchase Order (PPO) and the PPO will expire on June 30, 2009, a release for an estimated amount of the purchase should be **entered and approved into AIS**. If an estimated amount of the purchase cannot be easily determined, **enter and approve** a release for \$1 (one dollar). Upon receipt of the invoice, the Department can adjust the release (increase/decrease) within AIS.

A release cannot be entered into AIS after the expiration date of the Planned Purchase Order.

**July 10,
2009**

Travel Vouchers: All Travel Reimbursements (regardless of account), for travel expenses incurred in FY09, must be received in Accounts Payable.

August 7, 2009 **Invoices and/or Invoice Distribution Forms (IDFs):** All invoices to be processed against FY09 State Funds must be received in Accounts Payable.

P-Card purchases charged to state accounts: Last day for all P-Card purchases charged to state accounts to be delivered, reconciled and approved or they will **not** be FY09 transactions.

August 21, 2009 **P-Card Corrections:** Last day to process P-card corrections for FY09 State Accounts.

September, 2009 Proposed cancellation of all FY09 State Funded Planned and Standard Purchase Orders.

October, 2009 Proposed cancellation of all FY09 (non State) Planned Purchase Orders with ending dates of June 30, 2009 and all FY09 (non State) fully matched Standard Purchase Orders.

BOOKSTORE

June 1, 2009 Any special order requests for **books or supplies** must be submitted to the University Bookstore (Follet).

June 12, 2009 **Last day to charge in-stock merchandise** at the bookstore and charge it against FY 2009 funds.

PHYSICAL PLANT

Based on University guidelines that all services must be contracted for by June 30, 2009 and completed and billed by August 7, 2009, the following deadlines have been established:

May 18, 2009 All Physical Plant Service Requests that are **General Improvements Requests (GIR's)**, billing to FY 2009 state funds must be received at the Physical Plant Engineering Services by **May 18, 2009** AND be able to be completed prior to August 1, 2009. GIRs that are more involved will need to be submitted prior to the May 18, 2009 deadline. Questions concerning this limitation should be directed to Scott Weber at 453-6767 or by email at scottw@pso.siu.edu.

June 26, 2009 All Physical Plant Service Requests that are **Service Requisitions (SRQ's)** billing to FY 2009 state funds, must be received at the Physical Plant by **June 26, 2009** AND be able to be completed prior to August 1, 2009.

To help you differentiate between a GIR and a SRQ, GIR's are those projects that involve:

- Physical Plant Engineering Services, and/or
- Changes to buildings, floor plans, site, structure, environment, components, systems utilities, or

- Specific projects including carpet/floor tile replacement and window treatments

Be sure to fill in the FY Funds box when submitting a Request for Physical Plant Services if the budget purpose to be billed is state funded.

Questions or comments concerning this notice should be directed to Loann Simmons by e-mail at loanns@pso.siu.edu or by telephone at 453-8243.

ACCOUNTING SERVICES

June 24, 2009 All **Local** corrections and transfer vouchers must be received by Accounting Services to be processed by June 26th.

August 26, 2009 All FY09 corrections and transfer vouchers for **State** accounts must be received by Accounting Services to be posted in the lapse period.

IT-TELEPHONE

May 4, 2009 Last day for Telecommunication Service Requests (TSRs) requiring expenditure of FY09 funds. All requests received after May 4 will be charged to FY10. (Further information is available on the notices sent via the Fiscal Officer and Fiscal Officer Delegate list-servs)

PRINTING/DUPLICATING

June 18, 2009 All requests for Printing, Duplicating/Mail Center, Campus Forms and Campus Signs using **Non-State Accounts** must be received and **billed** by the end of the day to be billed as FY09 jobs. Jobs using **Non-State Accounts** received after June 18 will be billed as FY10 jobs. Since **Non-State Accounts** roll over into the next fiscal year if they are not billed by the deadline, it is the department's responsibility to notify Printing/Duplicating that the job needs to be billed FY09.

June 26, 2009 All requests for Printing, Duplicating/Mail Center, Campus Forms and Campus Signs using **State Accounts** must be **received** by Printing/Duplicating by noon to be billed as FY09 jobs. Any **State Account** request received after this date will be billed FY10.