

MEMORANDUM

TO: Vice Chancellors, Department Chairpersons, Department Directors, Business Managers and Administrative Support

FROM: John Ives, Disbursements Manager

DATE: April 17, 2014

SUBJECT: Disbursement Cutoff Dates for Fiscal Year 2013-2014

The chart below details the interdepartmental expense, direct pay, purchase order payment, and travel cutoff dates to be included in this fiscal year. Expenses incurred after the dates noted will be charged to FY 2014-2015.

Year-end reminders include:

Receipt of Goods:

In order for goods and or services to be paid in FY 2013-2014, the goods and or services, as well as an invoice must be received on or before the cutoff dates indicated. It is an audit exception to charge an expense to an account if the goods or services are not received by the deadline date. Under no circumstances should a department predate the receiving of goods for a purchase order payment in order to affect payment in the current fiscal year.

Purchase Order Payments:

Please note for purchase order payments it is very important that departments post receiving of goods as they occur. Banner and 49er Mart require a three way match (the purchase order, receiving, and invoice) in order to produce a check. Therefore, if Accounts Payable enters an invoice for a particular purchase order on June 18th, and the department does not enter receiving until July 7th; the system will not produce a check until July 7th. This charge would be applied against next fiscal year's budget.

P-Card Payments:

All purchasing card payments must be posted in the Bank of America Works system by June 7th to be included in FY 2013-2014. P-card purchases made on or before June 7th, but not posted until after this time will be included in FY 2014-2015.

Payment Exceptions:

Accounts Payable can provide you with the best possible service at year end if you help by keeping payment exceptions to a minimum. If you plan to order early and receive early, we can better ensure that the payments will be charged appropriately to your FY 2013-2014 accounts. If you have questions or need assistance in this regard, please contact Jerri Painter, Invoice Processing Supervisor by emailing jpainter@uncc.edu or John Ives, Disbursements Manager by emailing jives3@uncc.edu.

Thank you for your cooperation.

Interdepartmental Expenses:	Expenses Incurred Prior to:	Will Show On Your Monthly Budget Report:	If Received in Financial Services by:
State Car Charges	5/31/14	June 2014	6/10/14
Postage	6/13/14	June 2014	6/20/14
Telecommunications	5/31/14	June 2014	6/18/14
All Other Interdepartmental Charges	6/12/14	June 2014	6/19/14
Other Entries:			

Journal Voucher Forms should be submitted to the General Accounting Office by Monday, June 16, 2014.

Payment Type:	Will Show on Your Monthly Budget Report:	If Received in Accounts Payable by:
Direct Pay Request: Honorariums, food charges, employee reimbursements, petty cash, bookstore payments, and utility expenses	June 2014	6/13/14
Purchase Order Payments: Staples invoices, Receiving and Stores charges, and 49er Mart orders Payments will show on the June 2014 budget report only if there is a three way match		
Travel Prepayments and Reimbursements:		

All charges and requests must be submitted to Accounts Payable before 5:00 pm on the dates indicated above. Charges made after the established cutoff dates will be applied to FY 2014-2015 budget funds.
The availability of State funds at year end is subject to change and may affect disbursement cutoff dates.

Budget Revisions:
General fund budget revisions should be submitted to the Budget Office by Tuesday, June 17, 2014.

This notice can also be found at the following web address:
<http://www.finance.uncc.edu/>