

TRAVEL – Continued from previous page

Departments now have the option for travel that is to be completed by September 30, 2009, to be encumbered from FY2009 funding. All travel authorities pertaining to travel between July 1, 2009 and September 30, 2009 must clearly indicate whether the charges are to be encumbered from FY09 or FY10 funding.

OPERATING SUPPLIES AND EQUIPMENT - May 5, 2009, with exceptions

To ensure that purchase requests (both electronic and manually prepared) are encumbered against the 2008-09 budget, it is necessary that requests be approved and in Travel and Encumbrances **by noon on May 5, 2009**, unless otherwise accepted below. Purchase requests submitted after noon, May 5, 2009, but before the close of the fiscal year, must clearly indicate the fiscal year to be charged. (**Indicate “Charge Against 2008-09 Budget” or “Charge Against 2009-10 Budget”**). All purchase requests received prior to May 5, 2009, which are to be charged to the 2009-10 budget must so indicate. Manually generated purchase requests submitted after noon, May 5, 2009, indicating “Charge Against 2008-09 Budget” should be delivered by hand to Travel and Encumbrances. Those users generating electronic purchase requests will need to change the fiscal year to 2010 in the system for any purchase requests involving 2009-10 funds. Purchase requests which are submitted after the specified cutoff dates will be reviewed and processed if time permits.

There is no assurance that requests received after the established receipt dates can be processed in time to be charged against the 2008-09 budget. The department will be notified if it is determined that a request cannot be processed against the 2008-09 budget.

Exceptions to May 5 Purchase Request Date

- 1) New Agency Contracts - Requests for agency contracts issued by the State for the University of Georgia should be submitted to Travel and Encumbrances by **March 16, 2009**. Please note that this deadline is approximately three weeks prior to the State’s deadline and State Purchasing has stated they will not accept these purchases that need to be encumbered with FY09 funds after April 6th
- 2) Vehicles - OPB issued a moratorium regarding motor vehicle purchases. This moratorium pertains to purchase and leasing of all vehicles. All vehicle purchase requests, with a letter which provides a compelling reason for requesting a waiver from the moratorium, should be in Travel and Encumbrances by **March 16, 2009**. Purchase requests for vehicles available under statewide contract should be in Travel and Encumbrances at the earliest possible date, as the manufacturers may impose a cutoff date prior to **March 16**.
- 3) Information Technology (IT) - This category includes computer equipment, software or services (CESS) audiovisual, and telecommunications. **See next page for deadlines.**

OPERATING SUPPLIES AND EQUIPMENT - May 5, 2009, with exceptions (Cont'd)

Information Technology (IT) requests with an aggregate cost of \$10,000 or more require an approval process as outlined below:

A. Requires Local Approval from UGA CIO

- \$10,001 to \$100,000 - IT Equipment/Software/Services (ESS) - regardless of whether or not the ESS is on state contract.
- \$100,000 to \$250,000 - IT ESS which are on state contract **and** for instruction and/or research purposes.

B. Requires Vice Chancellor/Board of Regents CIO Approval

- Over \$100,000 - IT ESS not covered above for local approval

See www.eits.uga.edu/cess/ for guidelines, procedures and CESS form.

To meet the established cutoff date for processing IT Purchase Requests, the following deadlines have been established by the Office of the CIO for the required prior CESS approval processes:

March 9, 2009 - Requests that require the approval of the Vice Chancellor of Information Technology/BOR CIO and the items are not covered under statewide or agency contract must be received by the Office of the CIO no later than this date. Please use the BOR approval process which is addressed at the website indicated above.

April 16, 2009 - Requests that require the approval of the Vice Chancellor of Information Technology/BOR CIO and the items are covered under statewide or agency contract must be received by the Office of the CIO no later than this date. Please use the BOR approval process which is addressed at the website indicated above.

April 30, 2009 - Requests that require local approval only and the items are not available on statewide or agency contract must be received in the Office of the CIO no later than this date.

May 21, 2009 - Requests that require local approval only and the items are available on statewide or agency contract must be received in the Office of the CIO no later than this date.

After the appropriate approval is received as outlined above, the deadlines for receipt of IT purchase requests in Travel and Encumbrances are as follows:

March 16, 2009 - IT procurements that require the BOR CIO approval and are not covered by a current agency or statewide contract.

May 5, 2009 - IT purchase requests under \$100,000 and not on statewide or agency contract.

May 28, 2009 - IT purchases which are on statewide or agency contract.

OPERATING SUPPLIES AND EQUIPMENT - May 5, 2009, with exceptions (Cont'd)

(Please note that the approved CESS form, if required, **must** accompany the purchase request.)

4) Purchase Requests where the method of solicitation is a Request for Proposal (RFP) – **March 2, 2009**. Please note that this deadline is approximately two weeks prior to the State's deadline and State Purchasing has stated they will not accept RFP's that need to be encumbered with FY09 funds after March 15th.

5) Purchase Requests, not covered above, that require a state requisition must be in Travel and Encumbrances **by March 16, 2009**. Purchase requests that will require a state requisition are over \$100,000 and are not covered on a current agency or statewide contract. Please note that this deadline is approximately three weeks prior to the State's deadline and State Purchasing has stated they will not accept these purchases that need to be encumbered with FY09 funds after April 6th.

6) Purchase Requests totaling \$4,999.99 or less must be in Travel and Encumbrances by **May 28, 2009**.

7) Purchase Requests for items available under Statewide Contract or Agency Contract, regardless of dollar value, must be in Travel and Encumbrances by **May 28, 2009**. Earlier deadlines apply to IT purchases as stated in paragraph 4 above.

If you are not certain which category applies to your purchase request, please contact the Procurement Office.

All indefinite blanket orders will expire June 30, 2009. All funds not expended will lapse into surplus and revert to the State, except for restricted account funds surplus, which will be credited back to the account. **Please review any indefinite blanket orders and analyze your needs.** If the orders have paid out or have been canceled, please disregard. If any changes need to be made, please contact the appropriate buyer in the Procurement Office by e-mail.

Check requests with supporting documents (including Petty Cash reimbursement requests) to be charged against the 2008-09 budget must be in the Travel and Encumbrances Department **by the end of the working day June 19, 2009**. Requests for reimbursement from the Master Petty Cash Fund should be requested **by the end of the working day June 19, 2009**.

Central Office Supply will accept purchase requests which will be charged against the 2008-09 budget (if requested supplies are in stock) through the **end of the working day on June 16, 2009**. Campus Mail and Central Duplicating Services cutoff date will be **June 16, 2009**. Postage fees will be charged to the 2008-09 year for all mail received at Campus Mail **by the end of the working day on June 16, 2009**. Requests for duplicating services will be charged to the 2008-09 year, **if the job can be completed by June 16, 2009**.

All currently established and funded Physical Plant work orders will be reviewed and departments advised by **April 17, 2009**, if the work can not be completed and billed by

June 19, 2009 and the amount of funding which will not be expended during 2008-09. Any additional work requested from Physical Plant for charges against the 2008-09 budget will be accepted on a project-by-project basis. Each request will be reviewed to determine workforce and material availability. The requesting department will then be advised whether work can be accomplished by the end of the fiscal year. Any special requirements or problems should be brought to the attention of the Assistant Vice President for Physical Plant, Tom Satterly at (706) 542-5614 or tomsatt@uga.edu.

Physical Plant warehouse will accept requests for issues to be charged against the 2008-09 budget until **3:30pm on June 19, 2009.**

The last day a state vehicle can be rented from the Automotive Center for charges to be posted to the FY2009 budget is **Thursday, June 18, 2009.** Any outstanding rentals that have not been returned by the 18th will be estimated for the remainder of the rental agreement period and those charges will be posted against the FY2009 budget. Beginning June 22, 2009, all new rentals will be charged against the FY2010 budget. **NOTE: Accounts with a June 30, 2009 expiration date can not be used after June 19th for vehicle rental charges.**

Fuel can be purchased at the Automotive Center until **5:00pm on Friday, June 19, 2009.** Any fuel purchased after that time will be charged to the FY2010 budget. **NOTE: Accounts with a June 30, 2009 expiration date can not be used after June 19th for fuel charges.**

NO additional charges, changes or corrections can be posted by Physical Plant after 5:00pm, Friday, June 19, 2009 in order to accommodate the June 25, 2009 year-end date. All remaining Physical Plant charges will be transmitted on the evening of June 22nd and departments should be able to see all Physical Plant final charges for FY2009 on their accounts on Tuesday, June 23, 2009.

Work requests for jobs to begin in FY2010 will not be accepted until May 1, 2009. You may call the PPD Work Control Desk at (706)542-7456 or email them at ppdwork@uga.edu. Please be sure to specify that the work is to be performed and billed against the FY2010 budget.

The University Printing Department will accept purchase requests for work to be charged against the 2008-09 budget until **June 12, 2009.**

*****Please contact any service organization not mentioned for its cutoff date.*****

JOURNAL VOUCHER REQUESTS, TICKETS (ALSO KNOWN AS INTRA-UNIVERSITY CHARGES), PERSONNEL ACTIVITY REPORTS, AND ACCRUED PAYROLL

Journal entry requests for personal service items must be in the Payroll Office by **noon on June 10, 2009.** All non-personal services journal entry requests and intra-departmental charges and credits (tickets) must be in the Accounting Department by **Noon on June 19, 2009.** You are encouraged to initiate journal entries as soon as their need is known and not wait until the June

deadlines in order to avoid the "crunch." For additional information please refer to the Cost Transfer policy at <http://askuga.uga.edu/default.asp?id=828&Lang=1&SID>

Personnel Activity Reports are due in the Accounting Department by **noon on June 16, 2009**. A separate letter concerning the year-end procedure for processing of Personnel Activity Reports will be distributed at a later date. Accrued payroll work sheets for salaried bi-weekly and hourly bi-weekly payrolls are due in the Accounting Department by **Noon on June 11, 2009**.

PAYROLL

Bi-weekly payrolls paid during July 2009 for days earned during fiscal year 2008-09 will be charged to the 2008-09 budget (not applicable to restricted accounts). The following payroll periods are affected by the year-end procedure: (1) the salaried bi-weekly payroll for the period June 11-June 24, and (2) the hourly bi-weekly payroll for the period June 18-July 1, and (3) the salaried bi-weekly payroll for the period June 25-July 8.

(1) Salaried Bi-Weekly Payroll for Period Ending June 24

A gold time sheet for each employee will be mailed June 3, 2009. This time sheet will be used to record time for June 11-24, which will be charged to the 2008-09 budget. These checks will be issued on July 2, 2009.

(2) Hourly Bi-Weekly Payroll for Period Ending July 1

Two time sheets per employee will be mailed June 10, 2009. A blue time sheet will be used to record time for June 18-30, which will be charged to the 2008-09 budget. A white time sheet will be used to record time for July 1 for this payroll period, which will be charged to the 2009-10 budget. Payments for pay period ending July 1 will be issued on July 10, 2009.

(3) Salaried Bi-Weekly Payroll for Period Ending July 8

Two time sheets per employee will be mailed June 17, 2009. A gold time sheet will be used to record time for June 25-30, which will be charged to the 2008-09 budget. A white time sheet will be used to record time for July 1-July 8, which will be charged to the 2009-10 budget. Payments for pay period ending July 8 will be issued on July 17, 2009.

No time is to be recorded in the shaded area on either the gold, blue or the white time sheets.

Personnel reports will be required as follows:

- (1) It will not be necessary to submit personnel reports for employees who are employed during the 2008-09 fiscal year in a line-item position, and who are continued by name in the 2009-10 original budget, except employees classified as temporary.
- (2) It will be necessary to submit a personnel report and budget amendment for an employee

PAYROLL – (Continued from previous page)

not appearing by name in the 2009-10 original budget. If an employee joined the staff in 2008-09 and was not included in the 2009-10 original budget, a new personnel report and budget amendment will be required. Work hours used to compute an hourly rate for fiscal year 2009-10 will be 2088. In order for an employee's name to be printed on the first 2009-10 payroll vouchers and time sheets, personnel reports must be submitted early enough to be received in the Payroll Department by **May 22, 2009**.

(3) It will be necessary to submit a personnel report for an employee who is moving from a lump-sum position to a line-item position, or moving to/from a bi-weekly payroll to/from a monthly payroll, even though the employee may be listed in the 2009-10 original budget.

BUDGET TRANSACTIONS FOR REMAINDER OF FY 2009

As we approach the end of another fiscal year, it is necessary to project expenditures for the remaining months of fiscal year 2009. Budget amendments should be processed no later than **March 13, 2009**, to reflect the total projected budget for the current fiscal year. The University's amended budget must be submitted for Board of Regents approval by April 1. Savings from vacant positions and unused lump sum positions should be re-budgeted in the appropriate non-personal services category by the March 13th deadline. This deadline does not pertain to routine personnel transactions that do not involve object transfers from personal services to non-personal services or vice versa.

Please review memo located at the following:

<http://www.busfin.uga.edu/budgets/budgettransactionsdeadline.pdf>

If you have any questions or need further information regarding these instructions, please contact the University Budget Office at 542-2802.

PURCHASING CARD (P-card) PURCHASES

The Accounting Department will download p-card charges from the Works Payment Manager on **Tuesday, June 23, 2009**. Only transactions transmitted by the vendor and posted to the bank by **Friday, June 19, 2009** will be posted in FY2009. Please note that this will provide less time to allocate charges in Works. If the vendor has not transmitted the charge to the bank in time to be posted to the Works Payment Manager by **Friday, June 19, 2009**, the p-card transaction will be charged to the FY2010 budget.

DEPARTMENTAL SALES AND SERVICES

Each school, college and unit will need to project total estimated revenue amounts for departmental sales and services accounts. Budget amendments should be submitted to reflect the total projected amount for

DEPARTMENTAL SALES AND SERVICES – Continued from previous page

the current fiscal year. Budget amendments for the current fiscal year are due to the University Budget Office by **March 13, 2009**.

All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and service accounts are due in the Accounting Department by **10:00am on June 24, 2009**.

CARRY FORWARD REQUESTS

All carry forward requests for indirect cost recovery, student technology fees, and departmental sales and services accounts should be submitted to the Accounting Department, 323 Business Services Building by **April 15, 2009**.

This document and an additional “quick-reference” summary in deadline date order can be found on the web at: <http://www.busfin.uga.edu/accounting/yearend.pdf>

Cut-Off Deadlines - by Date Order

<u>Section</u>	<u>Page #</u>	<u>Description</u>	<u>Cut-Off Date</u>
Operating Supplies and Equip	4	Purchase Requests due where the method of solicitation is a Request for Proposal (RFP).	March 2, 2009
Operating Supplies and Equip	3	Requests for information Technology (IT) Due to the Office of the CIO - Requests that require the approval of the Vice Chancellor of Information Technology/BOR CIO and the items NOT covered under statewide or agency contract.	March 9, 2009
Departmental Sales and Services	7	Budget amendments for the current fiscal year are due to the University Budget Office by March 13, 2009.	March 13, 2009
Budget	7	Budget amendments should be processed no later than March 13, 2008 to reflect the total projected budget for current fiscal year.	March 13, 2009
Operating Supplies and Equip	2	Purchase Requests Due for Vehicles.	March 16, 2009
Operating Supplies and Equip	3	IT procurements that require the BOR CIO approval and are <u>not</u> covered by a current agency or statewide contract are due in Travel and Encumbrances. Approved CESS form must accompany the purchase request.	March 16, 2009
Operating Supplies and Equip	2	Purchase Requests Due for New Agency Contracts.	March 16, 2009
Operating Supplies and Equip	3 & 4	Purchase Requests Due for items requiring state requisition and not covered on current agency or statewide contract.	March 16, 2009
Operating Supplies and Equip	8	All carry forward requests for indirect cost recovery student technology fees, and departmental sales and services accounts should be submitted to the Budget Review Office, 201 Franklin House.	April 15, 2009
Operating Supplies and Equip	3	Requests for Information Technology (IT) Due to Office of the CIO - Requests that require the approval of the Vice Chancellor of Information Technology/BOR CIO <u>and</u> the items are covered under statewide or agency contract.	April 16, 2009
Operating Supplies and Equip	4 & 5	All established and funded Physical Plant work orders will be reviewed and departments advised by April 30, 2009 if the work cannot be completed by June 19, 2009.	April 17, 2009
Operating Supplies and Equip	3	Requests for Information Technology (IT) Due to Office of the CIO - Requests that require local approval only and the items are <u>not</u> available on statewide or agency contract.	April 30, 2009
Operating Supplies and Equip	2	Purchase requests (both electronic and manually prepared) to be encumbered against the 2008-09 budget. Purchase requests submitted after noon, May 5, 2009, but before the close of the fiscal year, must clearly indicate the fiscal year to be charged. (There is no assurance that requests received after the established receipt dates can be processed in time to be charged against the 2008-09 budget. The department will be notified if it is determined that a request cannot be processed against the 2008-09 budget.)	Noon, May 5, 2009

Cut-Off Deadlines - by Date Order

<u>Section</u>	<u>Page #</u>	<u>Description</u>	<u>Cut-Off Date</u>
Operating Supplies and Equip	3	IT purchase requests under \$100,000 and <u>not</u> on statewide or agency contract are due in Travel and Encumbrances. Approved CEES form must accompany the purchase request.	May 5, 2009
Operating Supplies and Equip	3	Requests for Information Technology (IT) Due to Office of the CIO - Requests that require local approval only an the items are available on statewide or agency contract.	May 21, 2009
Payroll	7	Personnel reports due to the Payroll Department in order for an employee's name to be printed on the first 2009-10 payroll vouchers and time sheets. (This only applies to employees who do not appear by name in the original 2009-10 budget.)	May 22, 2009
Operating Supplies and Equip	4	Purchase Requests for items totalling \$4,999.99 or less.	May 28, 2009
Operating Supplies and Equip	4	Purchase Requests for items available under statewide contract or agency contract, regardless of dollar value.	May 28, 2009
Operating Supplies and Equip	3	IT purchase requests which are on statewide or agency contract are due in Travel and Encumbrances. Approved CEES form must accompany the purchase request.	May 28, 2009
Travel	1	Travel Authorities with airfare to be direct charged to UGA.	June 5, 2009
JVs, Tickets, PARs, Accrued Payroll	5	Deadline for journal entry requests for personal service items.	Noon, June 10, 2009
JVs, Tickets, PARs, Accrued Payroll	6	Accrued payroll work sheets for salaried bi-weekly and hourly bi-weekly payrolls are due in Accounting Department.	June 11, 2009
Travel	1	Travel Agency deadline to submit invoice to Travel and Encumbrances.	June 12, 2009
Operating Supplies and Equip	5	University Printing Department deadline to accept purchase requests for 2008-09 budget.	June 12, 2009
Cash Receipts and Credit Card Receipts	1	Requests for Uncollectible A/R to be Reserved and A/R Requests to Write Off Uncollectible Accounts.	June 12, 2009
JVs, Tickets, PARs, Accrued Payroll	6	Personnel Activity Reports (PARs) are due in the Accounting Department.	June 16, 2009
Operating Supplies and Equip	4	Central Office Supply Purchase Request Deadline (if items are in stock).	June 16, 2009
Operating Supplies and Equip	4	Campus Mail Postage Cut-off.	June 16, 2009
Operating Supplies and Equip	4	Central Duplicating Cut-off (if the job can be completed by June 16, 2009).	June 16, 2009
Operating Supplies and Equip	1	Approved Travel Expense Statements to be charged to the 2008-09 budget must be submitted to Travel and Encumbrances by June 17, 2009.	June 17, 2009

Cut-Off Deadlines - by Date Order

<u>Section</u>	<u>Page #</u>	<u>Description</u>	<u>Cut-Off Date</u>
Operating Supplies and Equip	5	Deadline for Auto Center Vehicle Rentals is June 18, 2009. Rentals not returned by that date will be estimated for the remainder of the agreement period and charged to the FY2009 budget.	June 18, 2009
Travel	1	Approved Travel Expense Statements to be charged to the 2008-09 budget.	June 19, 2009
Operating Supplies and Equip	4	Check requests with supporting documents (including Petty Cash reimbursement requests) to be charged against the 2008-09 budget.	June 19, 2009
Operating Supplies and Equip	4	Requests for reimbursement from Master Petty Cash Fund.	June 19, 2009
Pcard	7	Pcard transactions transmitted by the vendor and posted to the bank by June 19, 2009 will be posted in FY2008.	June 19, 2009
JVs, Tickets, PARs, Accrued Payroll	5	Deadline to submit all non-personal services journal entry requests and intra-departmental charges and credits (tickets) to Accounting Department.	June 19, 2009
Operating Supplies and Equip	5	Deadline for purchasing fuel at the Auto Center is 5:00pm, June 19, 2009.	June 19, 2009
Operating Supplies and Equip	5	Deadline for Physical Plant Warehouse to accept requests for issues to be charged against 2008-09.	June 19, 2009
Cash Receipts and Credit Card Receipts	1	FY2008-09 deposit deadline.	June 23, 2009
Operating Supplies and Equip	8	All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and services accounts are due in the Accounting Department.	June 24, 2009 at 10:00:00 AM