



THE UNIVERSITY of NORTH CAROLINA
GREENSBORO

Office of Accounting Services

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April 20, 2017

MEMORANDUM

To: Faculty and Staff
From: Randy Bennett, University Controller *RWB*
Re: Year-End Deadlines

Purchases and Accounts Payable:

There will be a single deadline of **Friday, June 16th** for processing documents through Accounts Payable for which payment needs to be made by June 30, 2017. This deadline applies to all payments that need to occur by June 30, 2017, especially those from state funds. It applies to payment of vendor invoices, interdepartmental invoices, contract services, honoraria requests, petty cash reimbursements, travel reimbursements, and other employee reimbursements. The Accounts Payable Office (A/P) will make payment by June 30, 2017, only if **all** of the following events have occurred by Friday, June 16, 2017:

- The department has submitted a payment request to A/P with required documentation if payment is not related to purchase orders or Pcard activity;
- The department has verified that sufficient budget availability exists in the correct budget pool;
- **The department has physically received the goods purchased or the services have been performed;**
- **The department has entered the receiving of goods in eMarketplace;**
- A/P has received the original vendor's invoice if payment is for goods or services (faxed or photocopies of vendor invoices are not acceptable for payment);
- A/P has received the travel reimbursement form with the required documentation if payment is related to travel. (Please note that reimbursement cannot be charged to a departmental fund until the travel has been completed and the employee has repaid any excess travel advance.)
- Contracted Services payments have been reviewed and approved by Purchasing and returned to A/P for payment.

Failure to follow the June 16, 2017 deadline may result in payment being made after June 30th and, if applicable, charged to your fiscal year 2017-18 budget. Purchase orders that are not completed or cancelled will be carried forward to the new fiscal year and will obligate 2017-18 budgets. Please direct any questions you may have regarding accounts payable to Robin Jones (ext. 4-5740).

Please note that payments made from State funds are also contingent upon monthly allotments from the State. Allotment holdbacks during the remainder of 2016-17 are not expected, but if they occur some payments may be affected.

Fixed Assets:

The Fixed Assets staff is under a tight schedule at year end to determine which items should be bar-coded and added to the Fixed Assets System. To facilitate the process of properly recording fixed assets purchased during May and June, please contact Robette Edwards, Fixed Asset Supervisor (ext. 4-5938) with any questions you may have regarding the appropriate account to use for a purchase or if you are not sure whether the item being purchased is a fixed asset.

Cash Receipts:

Departmental deposits should be delivered to the Cashier's Office by 2:00 pm on June 30th to ensure deposit in the current 2016-17 fiscal year. To comply with G.S. 147-77 and UNCG policies, all departmental receipts must be deposited on the day received. Do not hold deposits for the new year. This is a violation of state statutes and will result in an audit finding. Please direct any questions you may have to Preston Clark (ext. 4-4295).

Payroll:

The departmental personnel action form and time entry deadlines for May and June and the remainder of calendar year 2017 are located on the Banner HR website at <https://banner.uncg.edu/hr/hr-dates-and-deadlines/>.