




MEMORANDUM

Date: March 28, 2017

To: ASI Staff
ASI President, Vice President & Treasurer
ASI Student Groups
IRA Groups

From: Carol Lee 
Director of ASI Financial Services

Re: Administrative Processing Timeline for FY 2016-17

In order to facilitate a smooth year-end closing process and properly encumber department's funds by June 30, 2017, the following administrative processing timeline has been established.

Here are some key points to highlight:

- In accordance with Generally Accepted Accounting Principles, revenues and expenses incurred in 2016-17 must be recorded in 2016-17. In addition, expenditures will be included in the 2016-17 fiscal year only if the goods and services ordered are received by June 30, 2017.
- If goods and services ordered are received by June 30, 2017 but will not be invoiced before June 30, 2017, then departments should take out purchase orders to encumber funds in 2016-17.
- In order to avoid negative balance in any accounts, transactions that will result in budget deficits will not be processed and will be returned.
- Financial Services will be conducting a fixed assets and sensitive items physical inventory in the Spring.



April 28, 2017

- Last day to submit merchandise order requests to MDP (Cathy Neale, x3473).

May 8, 2017

- Last day to submit work order requests to MDP for printing services (Cathy Neale, x3473)

May 30, 2017

- ***Cash Advance / Travel Advance*** - Last day to submit cash & travel advances to be used before June 5, 2017. No cash or travel advances will be processed after this date (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).

June 2, 2017

- ***Purchase Orders*** - Last day to submit Purchase Orders – deadline is 10am. All goods and services ordered and received in 2016-17 that have not been invoiced should have a purchase order to ensure they are captured in the correct fiscal year (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).

June 5, 2017

- ***Invoices*** - last day to request for invoices from Financial Services (Louisa Keyes, x2846).
- ***Disbursement Requests*** - last day to submit DR to process expenditures against 2016-17 funds – deadline is 10am. DRs that are incomplete or received after this date will be processed after August 4, 2017 (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).
- ***Travel Expense Claim*** – last day to submit Travel Expense Claim forms for travel completed before June 5, 2017 (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).
- ***Travel Authorization*** Last day to submit Travel Authorization forms with reasonable estimated travel expenses for travel occurring from June 5, 2017 to June 30, 2017. Requests received after this date will be paid against FY 2017/2018 funds. (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).
- ***Petty Cash*** - last day to submit requests (Louisa Keyes, x2846).
- ***Budget Reline*** - last day to submit 2016/17 ASI budget relines with all approval signatures (Ivonne Cabezas, x6859).



- **Journal Entry** - last day to submit requests to correct financial transactions posted prior to June 2, 2017 (Melvin Galang, x3937).
- **Office Depot Ordering** - last day to place orders online for 2016-17. (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).

June 6, 2017

- **Credit Card** - Last day to submit credit card reconciliation for the June 2nd, 2017 statement (available online, Melvin Galang, x3937).

June 19, 2017

- **Journal Entry** - Last day to submit journal entry requests to correct financial transactions posted on or after June 2, 2017 (Melvin Galang, x3937).
- **Cash Advance / Travel Advance Reconciliation** - Last day to submit cash & travel advance reconciliation and return unspent funds (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).

July 6, 2017

- **Credit Card** - Last day to submit credit card reconciliation for the July 2nd, 2017 statement. Reconciliation should specify if items were received by June 30, 2017 (statement available online, Melvin Galang, x3937).

July 7, 2017

- **Sales/Cash Receipts:** All June sales (games room ticket sales, BRIC sales), fees (Children's Center parent fees), fundraisers, and billings (both internal & external), unrelated business income (UBI) etc. must be deposited with Financial Services by the 7th of the month in order for the revenues to be recorded into the proper month (Louisa Keyes, x2846).

August 7, 2017

- Disbursement Request processing resumes (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).