




MEMORANDUM

Date: March 29, 2018

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 2017-18

In order to facilitate a smooth year-end closing process and properly encumber funds by June 30, 2018, 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 2017-18 must be received by June 30, 2018 to be recorded in 2017-18.
- If goods and services ordered were received by June 30, 2018 but will not be invoiced until after June 30, 2018, purchase orders should be taken out to encumber funds in 2017-18.
- In order to avoid negative balances in any accounts, transactions that will cause budget deficits will not be processed and will be returned.
- Financial Services will be conducting a physical inventory of fixed assets and sensitive items in the spring.

April 13, 2018

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

May 4, 2018

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

May 24, 2018

- **Cash Advance / Travel Advance** - Last day to submit cash & travel advances to be used before June 8, 2018. No cash or travel advances will be processed after this date (Jessica Martinez for ASI, BSC & IRA, x2842; Marion Haberkorn for ASI Clubs & Agency, x2844).
- **Invoices** - last day to request for invoices from Financial Services (Louisa Keyes, x2846).

June 1, 2018

- **Disbursement Requests** - last day to submit DR's to process expenditures against 2017-18 funds – deadline is **12:00 pm**. Disbursement requests that are brought in on Friday, June 1st before 12:00 pm will not be available until June 14th after 2:00 pm. Please have a current mailing address on the DR to be used to mail checks that are not picked up. DRs that are incomplete or received after June 1st 12:00 pm will be processed after August 9, 2018 (Jessica Martinez for ASI, BSC & IRA, x2842; Marion Haberkorn for ASI Clubs & Agency, x2844).
- **Travel Authorization** Last day to submit Travel Authorization forms with reasonable estimated travel expenses for travel occurring from June 8 to June 30, 2018. Requests received after this date will be paid against FY 2018-19 funds. (Jessica Martinez for ASI, BSC & IRA, x2842; Marion Haberkorn for ASI Clubs & Agency, x2844).
- **Petty Cash** - last day to submit requests (Louisa Keyes, x2846).
- **Journal Entries** - last day to submit requests to correct financial transactions posted prior to June 1, 2018 (Janette Santana, x3937).
- **Office Depot Ordering** - last day for departments to place orders online for 2017-18. (Jessica Martinez for ASI & BSC x2842).

June 6, 2018

- **Procurement Card Reconciliations** - Last day to submit credit card reconciliation for the June 2nd, 2018 statement (available online, Janette Santana, x3937).

June 8, 2018

- **Purchase Orders** - Last day to submit Purchase Orders (POs) – deadline is 10am. All goods and services ordered and received in 2017-18 that have not been invoiced should have a purchase order to ensure that they are recorded in 2017-



18. Room reservations without a PO will not be accepted (Jessica Martinez for ASI, BSC & IRA, x2842; Janette Santana for ASI Clubs & Agency, x2843).

- **Budget Relines** - last day to submit 2017-18 ASI budget relines with all approval signatures (Ivonne Cabezas, x6859).

June 15, 2018

- **Travel Expense Claim Forms** – last day to submit Travel Expense Claim Forms for travel completed before June 8, 2018 (Jessica Martinez for ASI, BSC & IRA, x2842; Marion Haberkorn for ASI Clubs & Agency, x2844).
- **Amazon Ordering** - last day for departments to place orders online for 2017-18. (Jessica Martinez for ASI & BSC x2842).

June 20, 2018

- **Journal Entries** - Last day to submit journal entry requests to correct financial transactions posted on or after June 1, 2018 (Janette Santana, x3937).

June 22, 2018

- **Procurement Card Transactions** – Last day to POST Procurement Card transactions. This is NOT the transaction date, but the POSTING DATE. If a purchase has not been posted by the vendor by this date, it will be charged to FY 2018-19 (Janette Santana, x3937).

June 27, 2018

- **Procurement Card Reconciliations** – Last day to submit credit card reconciliation for transactions posted on or before June 22 (statements available online, Janette Santana, x3937).

July 6, 2018

- **Sales/Cash Receipts:** All June sales (Games Room ticket sales, BRIC sales), fees (Children’s Center parent fees), fundraisers, and billings (both internal & external) etc. must be deposited with Financial Services by this deadline in order for the revenues to be recorded into the proper month (Louisa Keyes, x2846).

August 9, 2018

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