

MEMORANDUM

To: Department Chairs, Administrators, Budget Managers and Banner Users

From: Pamela Taggert, Assistant Director of Budget and Financial Analysis

Date: March 1, 2021

Dear Colleagues,

The purpose of this memo is to provide general guidance on year-end expenditure planning in order to avoid unintended charges against next year's budget. The University's fiscal year ends on June 30. Key dates are presented below.

| Date | FY21 Action Deadline |
|-----------------|--|
| March 26 | Purchase requests for Standard and Non-Standard IT equipment and software |
| April 30 | Last day to receive on purchases made with ETF funds (Except IT Installs) |
| May 7 | Last safe day for Small Purchase Charge Card (SPCC) purchases |
| May 14 | SPCC billing cycle ends |
| May 18 | Last safe day to order using UMW Finance Local Card for current year processing |
| May 21 | All non-credit card purchases received and invoices in the hands of Accounts Payable staff (Reference Item #1 General Purchasing Guidelines on page 2 for details) |
| May 25 | UMW Finance Card billing cycle ends |
| May 28 | Special Pay Request forms must be received in HR |
| June 6 | Last day of work for wage and student employees Hours worked June 7 and beyond will be paid in FY22 |
| June 7 | Time cards for Wage and Student employees must be approved by Noon |
| June 11 | Expense reports for travel and non-travel must be entered in Chrome River |
| June 15 | Last day to request prior expenses be moved or corrected Submit requests to: ptaggert@umw.edu |
| June 16 | All non-thirty-day direct pay invoices must be entered in Banner and submitted to Accounts Payable. Contact Accounts Payable for invoices received after June 16 |
| June 17 | Last day to submit budget adjustment requests to the Budget Office Submit budget adjustment requests to: ptaggert@umw.edu |
| June 18 | Last pay day in FY21 for wage and student employees |
| June 23 | Foundation check requests for FY21 must be received in the Foundation Office Do Not submit FY22 check requests prior to July 1 |
| June 23 | Last check run for FY21. Check date June 24, 2021 |

Year-End Planning Memo

Page 2

March 1, 2021

Please be mindful of the timeframes and “lag” periods involved in ordering, receiving and paying for purchases, as well as the processing time involved in charging centralized costs to your account, such as copying and mail service.

A more detailed year-end planning calendar will be posted on the Training, Evaluation and System Support (TESS) website. <http://adminfinance.umw.edu/tess/>

In the coming weeks, TESS will host a Banner Users Group (BUG) meeting for office managers and department buyers to review year-end procedures. Please encourage those in your area to attend this informative meeting.

1. **General Purchasing Guidelines**

For current year purchases that do not require a formal solicitation, but require a check payment before June 23; please ensure the following are completed in full **NO LATER THAN MAY 21, 2021**:

1. All purchase orders have been received
2. All invoices are in the hands of the Accounts Payable staff

Purchases or payments not completed in this fiscal year will be charged to next year's budget. Unspent budget will not be carried over to the next year.

Invoices paid by credit card may have earlier deadlines, which is addressed in items 5 and 6.

Purchases that must be made or initiated after May 21, and are intended for the current fiscal year, will be handled by the Procurement Office on a case by case basis. Please contact Melva Kishpaugh at ext. 1084 as needed.

2. **Equipment Purchasing Guidelines**

Purchase Requests for IT equipment and all software must be submitted by **March 26** using either the Standard Purchase Request or the Non-Standard Purchase Request form as appropriate.

Any purchase request submitted after March 26 may not allow enough time to review, execute, and receive the item in time for it to be included in FY21 processing.

Both forms can be found at: <https://adminfinance.umw.edu/procurement/tech-purchases/>

3. **Equipment Trust Fund (ETF) Purchasing Guidelines**

For equipment purchased using ETF funds; please ensure the following are completed in full **NO LATER THAN APRIL 30, 2021**:

1. All purchase orders have been received
2. All invoices are in the hands of the Accounts Payable staff

4. **Goods, Services and Equipment Purchases**

State regulations require that invoices be paid 30 DAYS AFTER receipt of the item or invoice, whichever is later. For example, an item is ordered on May 15 and physically received on June 1. The receiving report is entered into Banner, and the invoice is received and sent to Accounts Payable on June 7. State regulations require the invoice be paid 30 days after the item or invoice is received, whichever is later. Since the invoice was received June 7, the payment will be made on July 6, and the cost will be reflected in next year's budget.

The only written exception we have from the Virginia Department of Accounts (DOA) is related to ePayables vendors. ePayables vendors are paid 16 DAYS AFTER receipt of the item or invoice, whichever is later. Using the example above for an ePayables vendor, the invoice would be paid June 23 and reflected in this year's budget.

If you have questions, please contact Leigh Penn in Accounts Payable at ext. 1226.

5. **VISA Small Purchase Charge Card (SPCC)**

The **SPCC** billing cycle ends May 14 and will be posted to the current fiscal year. To ensure charges are reflected in the May posting, purchases should be made by **May 7** to allow transactions to post.

Note - If a vendor accepts VISA as the payment method, we are required by State policy to use VISA, so please plan accordingly. There will be no exceptions.

FY21 budget cannot be carried over to next year to support purchases or payments not completed in the current year. You are encouraged to follow up with vendors to ensure purchases are posted by the statement close date of May 15.

6. **UMW Finance Card**

For departments using the **UMW Finance card**, the May bill will be paid and costs distributed to budgets in June so that they will be reflected in the current year's budget. The billing cycle for the UMW Finance card closes on May 25. Be mindful of the fact that charges incurred after **May 18** may post to the next fiscal year.

Note - If a vendor accepts VISA as the payment method, we are required by State policy to use VISA, so please plan accordingly. There will be no exceptions.

7. **Interdepartmental and Centralized Charges**

These include postage, bookstore, and copying. As in the past, there will be 12 months of charges applied to your account. This may be from June 2020 through May 2021 or May 2020 through April 2021 depending on the particular charge. Regardless, you can expect 12 months of charges in any given fiscal year.

8. **Direct Pay**

All non-thirty day direct pay invoices must be entered into Banner and submitted to the Accounts Payable Office along with associated documents (forms, receipts, contracts, etc.) by **June 16**. The last check run for FY21 will be June 23 with a check date of June 24. Contact Accounts Payable for invoices received after June 16.

9. **Travel**

Expense reports for travel and non-travel must be entered into Chrome River by **June 11** to be charged to the current fiscal year budget.

Airline and rail tickets purchased with the Bank of America VISA Small Purchase Charge Card or UMW Finance credit card must be charged and applied to the card by the vendor prior to the end of the billing cycle imposed by VISA. Please reference billing dates and suggested “last safe days” stated in items #5 and #6 above.

10. **Budget and Expenditure Adjustments**

Please email requests for budget adjustments for the current fiscal year to Pamela Taggart (ptaggert@umw.edu) in the Office of Budget and Financial Analysis by close of business on **June 15**.

Requests for expenditure FOAP corrections/moves must be submitted by **June 17**.

11. **Foundation Check Requests**

Please submit Foundation check requests for current fiscal year payment by **June 23**. Do Not submit check requests for payment in FY22 until after July 1, 2021. Questions regarding Foundation accounts and payments should be made directly to Ann Hodges (540) 479-1896.

12. **Student and Wage Pay**

The final FY21 pay day for student and wage workers is June 18. This is for the pay period May 24-June 6, 2021. Hours worked June 7 and beyond will be paid next fiscal year.

MyTime timecards must be approved by **noon on Monday, June 7**.

Year-End Planning Memo

Page 6

March 1, 2021

13. **Special Pay Request**

Special Pay Request forms must be received by the Office of Human Resources by **May 28** to ensure payment in the current fiscal year. Request forms received after May 28 will be paid in FY22.

Please review your budgets to ensure operating expenditures do not exceed budget for the fiscal year. Contact the Office of Budget and Financial Analysis if you need assistance in analyzing your budget and expenditures.

We hope this assists you in year-end planning. If you have questions or concerns, please do not hesitate to call Leigh Penn (ext. 1226) in Accounts Payable or me (ext. 1018).

Please share this memo with anyone in your area that may be impacted by these deadlines.

Thank you.