FY 2015
Year-end Accounts Payable Processing Information

It is time to send a reminder to all regarding critical dates to the fiscal year end AP processes.

Please note that this information applies to ALL Winthrop accounts.

To ensure all expenses are paid and reported in the appropriate fiscal year, please consider the following:

- The last day for receiving items related to 2014-2015 is Tuesday, June 30, 2015.
- All items received on campus on or BEFORE June 30, 2015 must be paid from CURRENT year (2014-2015) budgets.
- All items received on campus AFTER June 30, 2015 must be paid from NEXT year (2015-2016) budgets.
- All payment process reports must be dated with the date on which the items are received on campus or the date the work was completed.
- All salaries for summer school sessions will be charged to the year when the work is performed.

REGULAR PURCHASE ORDERS 2014-2015: Deadline: May 15th
All 2014-2015 fiscal year purchase requisitions must be received by Purchasing Department no later than May 15th, regardless of the budget number.

BLANKET PURCHASE ORDERS 2014-2015: Deadline: May 15th
2014-2015 blanket orders should not be placed after May 15th. If you have a blanket order that requires monthly payments (for example, maintenance contracts), please contact John Badke at extension 6049 to determine the process of payment for the months of May and June.

PROCUREMENT CARDS 2014-2015 Transactions: Deadline: June 5th
Procurement cards may ONLY be used to make 2014-2015 purchases until June 5, except for monthly recurring charges. Please DO NOT use procurement cards from June 5 through June 30. You may resume using procurement cards on and/or after July 1 for 2015-2016 purchases.

NEW YEAR PURCHASE ORDERS 2015-2016:
The Purchasing Department will send notification when you may start using Purchase Requisitions (PRs) for the new fiscal year. Please do not enter PRs for 2015-2016 at this time.
For all **PAYMENT REPORTS, CHECK REQUESTS** and **TRAVEL VOUCHERS** to Accounts Payable the deadlines are as indicated below:

<table>
<thead>
<tr>
<th>Date Items Received or Travel Completed by:</th>
<th>Receiving Reports/Travel Requests in Accounts Payable by <strong>12:00 PM</strong> on:</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 5th</td>
<td>June 11th</td>
</tr>
<tr>
<td>June 6th – 18th</td>
<td>June 23th</td>
</tr>
<tr>
<td>June 19th – 30th</td>
<td>July 7th</td>
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</tbody>
</table>

As always, we appreciate your cooperation in complying with these guidelines.

Should you have any questions/comments, please contact John Badke (badkej@winthrop.edu) at Ext 6049 or Tracy Hildreth (hildrethtl@winthrop.edu) at Ext 6055.