

FY 2019

Year-end Accounts Payable Processing Information

This is a DRAFT of all anticipated 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 2018-2019 is Saturday, June 30, 2019.
- All items received on campus on or **BEFORE June 30, 2019 must** be paid from CURRENT year (2018-2019) budgets.
- All items received on campus **AFTER June 30, 2019 must** be paid from NEXT year (2019-2020) 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 2018-2019:

Deadline: May 23rd

All 2018-2019 fiscal year purchase requisitions must be received by Purchasing Department no later than May 23rd, regardless of the budget number.

BLANKET PURCHASE ORDERS 2018-2019:

Deadline: May 23rd

2018-2019 blanket orders should not be placed after May 24th. 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 2018-2019 Transactions:

Deadline: June 14th

Procurement cards may ONLY be used to make 2018-2019 purchases until June 14, except for monthly recurring charges. **Please DO NOT use procurement cards from June 15 through June 30.** You may resume using procurement cards on and/or after July 1 for 2019-2020 purchases.

NEW YEAR PURCHASE ORDERS 2019-2020:

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 2019-2020 at this time.**

For all **PAYMENT REPORTS, CHECK REQUESTS and TRAVEL VOUCHERS** to Accounts Payable the deadlines are as indicated below:

Date Items Received
or Travel Completed by:

Receiving Reports/Travel Requests
in Accounts Payable **by 12:00 PM** on:

June 3rd

June 10th

June 4^h – 14th

June 21st

June 15th – 30th

July 8th

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 (hildretht@winthrop.edu) at Ext 6055.