

MEMORANDUM

TO: The University Community

FROM: Eric Sheppard
Interim Associate Vice President for Finance and Administration

DATE: May 18, 2019

SUBJECT: Due Dates for June 2019 Transactions for Fiscal Year End

As a reminder, June 30 is the end of the fiscal year. The purpose of this memo is to remind all University departments of the deadlines for ordering goods and services, making purchase card transactions, submitting travel reimbursements, verifying open commitments and generating charge-backs and invoices surrounding the fiscal year end. Your cooperation in adhering to the dates and procedures outlined below is requested in order to successfully expedite and complete the year-end closeout processes.

If you have any questions, please see the contact list below.

Due Date	
June 7, 2019	Last day to enter requisitions in SAP for fiscal year 2018-19
June 7, 2019	Review open requisitions, make necessary corrections. Send an email to Ruth.Sheetz@millersville.edu explaining the changes or requesting the deletion of the requisition.
June 7, 2019	Check your requisitions on hold and either delete or save them by June 7, 2019. Any held requisition with a delivery date of June 30, 2019 or earlier that is not completed by June 21, 2019 will be deleted by Ruth.
June 14, 2019	All invoices for payments from the Millersville University Foundation are due to the Development Office
June 21, 2019	Last day to requisition supplies from the Palmer storeroom
June 21, 2019	Last day to requisition supplies from the Roddy Storeroom
June 21, 2019	Last day to place orders with purchasing cards (items charged after this date will be charged to fiscal year 2019-20)
June 27, 2019	All deposit forms must be completed and checks delivered to Office of Student Accounts (Dilworth 103) no later than 4 p.m for FY 2018-19.
July 5, 2019	If your department generates invoices for goods and services provided to internal or external parties, please prepare and mail all invoices applicable to the period ending June 30, 2019 by July 5, 2019. Provide the Office of Student Accounts with duplicate copies of these invoices in order for the revenue to be posted into the 2018-19 fiscal year.
July 5, 2019	All Direct Pay forms for goods received prior to July 1 due to accounting office
July 5, 2019	Purchasing Card transactions for the month of June must be coded and signed off by the responsible person with the appropriate receipts uploaded.
July 5, 2019	Review open purchase orders and send changes and/or deletions to Ruth.Sheetz@millersville.edu . Ruth will make the adjustments.

July 5, 2019	Review open travel commitments and send changes and/or deletions to Jean.Ressler@millersville.edu .
July 12, 2019	Travel Vouchers for travel through June 30, 2019 must be submitted to the Purchasing Office as soon as possible after the travel, but no later than July 12, 2019.
July 12, 2019	Project invoices must be received in the accounting office by July 12 .
July 12, 2019	Submit all requests for 2018-19 budget transfers via the pre-posting process or via email to the Budget Office
July 12, 2019	Submit all requests for 2018-19 budget related journal entries to the Budget Office.

RESOURCES FOR YEAR-END INFORMATION

Accounting Office

	Phone Ext.
Neelima Ayilavarapu	4095
Andrea Connell	4096
Heather Rossell	4089
Renea Wike-Rivera	4097
Anne Stehman	4093
Lucy Santana	4094
Jean Ressler (Travel and Credit Card Transactions)	4181
Should be contacted regarding:	
• Grant accounting	
• Check information	
• Accounts Payable including payments for purchasing documents	
• Open travel encumbrance and payments	
• Credit card and Travel card purchases	
• Fixed asset accounting	
• Year-end deadline information	

Budget Office

	Phone Ext.
Tammy Aument-Martin	4091
Neill Good	4090
Gladys LaPorte Rodriguez	4092
Should be contacted regarding:	
• SAP User ID	
• Budget information	
• SAP budget training	
• SAP basic navigation training	

Purchasing Office

	Phone Ext.
Ruth Sheetz	7884
Kathy Fulmer	4185
Should be contacted regarding:	
<ul style="list-style-type: none"> • SAP MM questions 	
<ul style="list-style-type: none"> • Open encumbrances – requisitions, purchase orders 	
<ul style="list-style-type: none"> • SAP Requisition Training 	