JUNE 6, 2012

MEMORANDUM

TO: Deans, Department Chairmen, Business Managers

FROM: Pam Wilkinson
        Accounting Services, Controllers Office

SUBJECT: Close Out Schedule for Fiscal Year 2012

Fiscal Year 2012 will be closed out in early July. Below are various deadlines associated with closeout. All areas not yet rolled-out (those processing their own IIT’s, Receivers,) will need to adhere to the schedule below, as well as, any department needing to submit PEAR forms.

12:00 Noon, June 18th  All PEAR forms must be submitted for processing.

4:30 P.M. June 18th  Receiving reports for all items requiring a receiving report those over $1500 Univ. or $ 2500 Auth. and received by June 16th must be delivered to Accounting Services, 505 HOT.

4:30 P.M. July 2nd  All IIT’s relating to June activity must be delivered to the appropriate processing area. It is permissible to send IIT’s in advance of June 30th if the service will be performed on June 30th or earlier. Special arrangements must be made for IIT’s to be processed after June 30th.

12:00 Noon, July 2nd  Receiving reports for items received through June 30th must be delivered to Accounting Services 505 Harborview.

NOTE: It is extremely important that the date placed on the Receiving report be the date the item was received, not the date the receiving report was signed. This is important throughout the year, but it becomes extremely important at year-end. Receiving reports with a date later than June 30TH will be paid in the new fiscal year—2013.