



# GEORGETOWN UNIVERSITY

## DIVISION OF FINANCIAL AFFAIRS

### Administrative Services

#### MEMORANDUM

Date: April 26, 2010

To: Department Chairs, Heads and Administrators

From: Lennie Carter, Associate Vice President, Administrative Services and Interim Controller

Re: Year-end Schedule: Administrative Services (Accounts Payable, Employee Reimbursements through Genesys, Purchasing & Contracts, Cost and Sponsored Accounting and Treasury Operations)

The following schedule is provided to help you plan for year-end expenditures. These deadlines for the submission of requisitions to Purchasing & Contracts, and invoices and expense vouchers (EVs) to Accounts Payable are established to ensure timely response and compliance with FY10 accounting deadlines. Departments that submit documents in accordance with posted deadlines will receive the highest priority. As a reminder, all blanket purchase orders (including multi-year leases) must be renewed annually. Please be sure to distinguish all documents with **"FY10" or "FY11"** to avoid confusion between fiscal years. You may refer to the General Accounting home page for additional deadline information at [www.georgetown.edu/finaff/gta/calendar.html](http://www.georgetown.edu/finaff/gta/calendar.html).

For compliance with university policy and Federal A-133 audit guidelines, all requisitions and expense vouchers for goods and services greater than \$25,000 **must** be accompanied by three written bids and/or with justification provided why the selected vendor is not the low bidder or obtaining three bids was not practical or possible. **Requisitions for orders of goods such as furniture, that have considerable lead times before receipt should be submitted to Purchasing & Contracts as early as possible.** Please note that no Accounts Payable documents or purchase requisitions will be accepted after the date listed below without approval of the respective campus CFO or divisional Vice President.

You may direct questions to Geneva Thorne, Purchasing & Contracts, at 687-8331, Viola Dortch, Payroll, at 687-3407, Jim Reisert, Cost and Sponsored Accounting, at 687-2313, Maleka Weatherspoon, Accounts Payable, at 687-3945, Christal McNeil-Wright, General Accounting at 687-8296 or Rosalyn Furukawa, Treasury Operations, at 687-1913.

#### **Deadlines – AP, P&C, SAO (JVs), Payroll (Employee Reimbursements), and Treasury (wires)**

- June 1 Begin to enter FY11 blanket purchase requisitions
- June 11 Last day to submit FY10 paper purchase requisitions for items less than \$2,500
- June 18 Last day to submit FY10 foreign wires and foreign draft requests to Treasury Operations  
Last day to submit FY10 paper purchase requisitions for items equal to or greater than \$2,500
- June 22 FY10 EVs, petty cash, non-employee travel reports and invoices must be **received** by Accounts Payable to be paid in FY10 by 5 p.m.  
Last day to submit FY10 employee reimbursements to Payroll for **monthly** employees
- June 24 Last day to input FY10 web purchase requisitions  
Last day to submit employee reimbursements to Payroll for **bi-weekly** employees
- June 25 Last day to submit domestic wire transfer requests for FY10
- June 29 All purchase requisitions, blanket, paper and web, from June 29<sup>th</sup> forward entered as FY11
- July 02 Last day to submit JV/Cost Transfers to Payroll and SAO for FY10 by 12:00 p.m.
- July 09 **First Close**
- July 16 **Second Close**

