


**MEMORANDUM**

February 1, 2019

TO: All University Departments

FROM: Betsy Bowers  
Vice President 

SUBJECT: Fiscal Year-End Timetables Deadlines 2018-2019

As in previous years, this memorandum will serve the purpose of notifying the campus community about fiscal year-end deadlines. All of the University's funding sources are included. Due to the nature of Sponsored Research activity, exceptions will be made to established deadlines as necessary.

All requests must be submitted by the close of business (unless otherwise indicated) on the various dates listed below.

**Facilities Planning & Construction – Friday, February 22, 2019:**

Requests for projects to be completed during the summer must have the Project Request Form fully executed:  
<https://uwf.edu/media/university-of-west-florida/finance-and-administration/departments/facilities-management/docsfdo/Project-Request-Form-04-07-2015.pdf>

**Telecommunications - Friday, June 7, 2019:**

Departmental charges for telephone services will be closed out.

**Copy Services - Friday, June 14, 2019:**

Charges for copy machines will be closed out.

**Postal Services - Friday, June 14, 2019:**

Departmental charges for postage will be closed out.

**Facilities Maintenance - Friday, June 21, 2019:**

Departmental charges for work orders will be closed out.

**Procurement & Contracts:**

**Purchase Requisitions – Friday, June 7, 2019 (see exception):**

Submission of **non-bid** General Revenue (110000) and Carry Forward (110001) purchase requisitions with appropriate funding by June 7, 2019, will allow Procurement to encumber these requisitions in the current fiscal year budget. All proper backup documentation **must** accompany requisition(s). **Exception: If the General Counsel's Office needs to review any contract or agreement related to a purchase request (requisition or PCard) please submit contract/agreement to <https://jira.uwf.edu/secure/Dashboard.jspa> NLT Wednesday, May 22, 2019 to allow for the entire contract routing process to take place and authorized signatures to be obtained.**

The **recommended** submission dates of **bid** General Revenue (110000) and Carry Forward (110001) purchase requisitions with appropriate funding to ensure encumbrance in the current fiscal year are as follows:\*

- Requisitions of \$75,000 or more requiring a formal proposal (RFP or an ITN) (solicitation process can take a minimum of 60-120 days) - **Friday, February 8, 2019**
- Requisitions of \$75,000 or more requiring a formal bid (ITB) (solicitation process can take a minimum of 60-90 days) - **Friday, March 15, 2019**
- Requests for quotations (RFQ) of \$50,000 or more (solicitation process can take a minimum of 30 days) - **Friday, May 17, 2019**
- Sole Sources of \$75,000 or more require 72 hours of posting before a contract, Purchase Order, or PCard expenditure can take place – **Friday, June 7, 2019**

\*These dates have been established based on historical experience and contain enough cushion to allow for the resolution of unanticipated problems, which may arise in these processes. These dates should serve as guidelines only. Bid requisitions received beyond these dates **may** result in encumbrance before the end of the current fiscal year, particularly if:

- funding is already established for the goods and/or services
- a final Scope of Work is determined
- an evaluation committee has been created, if applicable
- posting dates allow for award in current fiscal year

**Controller's Office:**

**Friday, June 14, 2019:**

- Off-campus faculty travel reimbursements for the Spring Semester must be submitted to Controller's Office.
- Petty Cash reimbursements must be submitted to Controller's Office.
- Travel Expense Report (TERs) must be submitted to Controller's Office.\*
- Direct Pay Requests must be submitted to Controller's Office.
- Requests for payment against Purchase Orders must be submitted to Controller's Office.
- Last day to process payroll history transfers for current year E&G funds.
- All receipt corrections and requests for revenue refunds must be received in Student Accounts and Cashiers.
- Invoices for external vendors generated via the UWF Invoicing System and changes to outstanding invoices must be received in Student Accounts and Cashiers.
- All accounts receivable entries entered by departments should be completed.

**Saturday, June 15, 2019:**

- PCard purchases loaded in the Banner PCard module as of June 15 will be charged to current fiscal year budget. \*\*PCard purchases after June 15 will be charged to the FY2019-20 budget.

**Tuesday, June 25, 2019:**

- Journal entries must be submitted to the Controller's Office.
- Foundation journal entries must be submitted to the Foundation by Tuesday, June 18, 2019.

**Thursday, June 27, 2019:**

- Last scheduled day to process accounts payable checks.

\* When official University travel crosses over the June 30 fiscal year-end, only one TAR and TER should be submitted. The Travel Section will distribute encumbrances and expenditures to the appropriate fiscal year. This does not apply to blanket TARs. Additionally, Summer Term instruction requires that a TAR must be submitted for each fiscal year included.

\*\* All PCard charges must be approved prior to the 14-day Autopost date. Payment to vendor and bank will not be stopped if non-approval occurs.

**Budget Office - 3:00 p.m., Friday, June 28, 2019:**

All budget transfers for all funding sources except the Sponsored Research Trust (SRT) funds must be received.

Your cooperation in complying with these deadlines will assist in ensuring a successful year-end close and will be greatly appreciated.

tn

cc: President Saunders  
Vice Presidents  
Deans