Lamar University year end processes ensure that the university's business is conducted in full compliance with state laws and policies. Fiscal Year (FY) 2022 ends on August 31, 2022, and the deadlines provided below will ensure that expenditures made during the year will be charged appropriately. Transactions not completed by the respective deadline will be charged to FY 2023 budgets.

**IMPORTANT DATES FOR YEAR-END PROCESSES:**

<table>
<thead>
<tr>
<th>Department</th>
<th>Date</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>PROCUREMENT</td>
<td>Fri, 08.05.22</td>
<td>Last day to create requisition (place orders) in Cardinal Purch (CP)</td>
</tr>
</tbody>
</table>
|            | 5PM-Fri, 08.05.22 to 8AM-Mon, 08.15.22 | CP **closed** for requisitioning  
CP **open** for receipting                                      |
|            | Mon, 08.15.22 | Purchase Requisitions for the new 2022-2023 fiscal year (FY23) may be entered into CP               |
|            | Fri, 08.26.22 to Wed, 08.31.22 | CP, Total Contract Manager (TCM) and Banner **closed** for Fiscal Year-End                          |
|            | Thurs, 09.01.22 | Procurement will release FY23 Purchase Orders (POs) to suppliers. Check your CP account to verify the PO was issued to your supplier before contacting them about your order. |
| IT         | Fri, 07.22.22 | Last day to create SOFTWARE requisitions for IT Compliance review                                    |
|            | Fri, 08.05.22 | Last day to create HARDWARE requisitions for IT Compliance review                                   |
| FINANCE    | Wed, 08.31.22 | Banner will be closed for Fiscal Year-End                                                          |

**DEPARTMENTS ARE RESPONSIBLE FOR THE FOLLOWING:**

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
</tr>
</thead>
</table>
| **Cloud Software Requisitions – IT Accessibility & Security Compliance Review**  
Requisitions received without the required documentation will be returned. Each department must provide the following required documentation from vendors for software review:  
(1) Valid Quote  
(2) Completed Compliance Review Form  
(3) Current Voluntary Product Accessibility Template (VPAT) v2.3 or higher  
(4) For Cloud-Hosted solutions only, current Educause Higher Education Community Vendor Assessment Toolkit (HECVAT) - Full Version, Excel format only  
(5) Where applicable, TXRAMP Certification number (TXRAMP certification is required for Cloud Hosted solutions that store, process, or transmit state agency data and should be provided by the Vendor)  
Please note: Despite submission before deadline, cloud-hosted software or service not TX-RAMP Certified cannot be approved under Texas State Law.  
Email [ITCompliance@lamar.edu](mailto:ITCompliance@lamar.edu) for further assistance. | NO LATER THAN 07.22.22 |

**Review Open Encumbrances**  
Each department should review their open PO encumbrances in Self Service Banner / Encumbrance Query against their accounts to determine which should be unencumbered. | NO LATER THAN 08.01.22 |
Example: Cost Contract PO where no additional orders will be placed, remaining items on PO cancelled by the Company or not received by the department, invoice received is less than the PO amount and remaining encumbrance needs to be cancelled, etc.

If a PO needs to be closed, make a comment on the PO requesting the closure AND tag your department Buyer or one of the following:

- Kelli Morris
- Betty Ludlow
- Marc Paine
- Matthew Moore
- Ann Sanders
- Zachary Griffin

Previous year encumbrances cannot be reopened once the funding year has closed.

Please DO NOT send PO closure requests to the purchasing department email.

### Procard Purchases

1. Purchases made using your Procard must be complete.
2. Department Procards will not be available for use.

### Payroll

1. Bi-weekly employees must enter all August timesheets by 11:59 pm.
2. Supervisors must approve timesheets by 2:00 pm.

### Payment Services (previously A/P) – Invoice Payments

Vendors must mail all invoices directly to Payment Services. If vendors send invoices directly to the department, the invoices should be immediately hand-delivered to Payment Services for processing.

**Deadlines for receipt by Payment Services:**

1. Invoices charged to State Funds
2. Invoices charged to Local Funds

Invoices received after these deadlines will be charged to FY2023 budgets.

### Travel

1. Travel Vouchers/Expense Reports (ChromeRiver) for approved essential travel completed through Sunday, August 21, 2022 must be turned in to the Travel office by:
2. Travel Vouchers/Expense Reports (ChromeRiver) for approved essential travel completed Monday, August 22 thru Wednesday, August 31, 2022 must be turned in to the Travel office by:

Travel Vouchers received after deadlines will be charged to FY2023 budgets.

### Receiving

Departments should continue to create receipts in CP for goods and services received. All receiving entered into CP during the FY transition must be dated with the **actual date of receipt**. Please review all of your departments’ open POs in CP to verify receipts have been created for items/services received.

### Perpetual Inventory Reportable to Internal Audit (Logistical Support and Student Health) Submittal to Finance

Fri, 09.02.22

Items received in these areas after the above-specified dates will not be processed. If there are any questions, please contact Amberr Melo, amelo@lamar.edu.