

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:

Department	Date	Task
PROCUREMENT	Fri, 08.05.22	Last day to create requisition (place orders) in Cardinal Purch (CP)
	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:

Task	Date
<p>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:</p> <ol style="list-style-type: none"> (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) <p>Please note: Despite submission before deadline, cloud-hosted software or service not TX-RAMP Certified <u>cannot</u> be approved under Texas State Law.</p> <p>Email ITCompliance@lamar.edu for further assistance.</p>	NO LATER THAN 07.22.22
<p>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.</p>	NO LATER THAN 08.01.22

<p>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.</p> <p>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:</p> <table border="0"> <tr> <td>Kelli Morris</td> <td>Betty Ludlow</td> </tr> <tr> <td>Marc Paine</td> <td>Matthew Moore</td> </tr> <tr> <td>Ann Sanders</td> <td>Zachary Griffin</td> </tr> </table> <p>Previous year encumbrances cannot be reopened once the funding year has closed.</p> <p>Please DO NOT send PO closure requests to the purchasing department email.</p>	Kelli Morris	Betty Ludlow	Marc Paine	Matthew Moore	Ann Sanders	Zachary Griffin	
Kelli Morris	Betty Ludlow						
Marc Paine	Matthew Moore						
Ann Sanders	Zachary Griffin						
<p>Procard Purchases</p> <p>(1) Purchases made using your Procard must be complete. (2) Department Procards will <u>not</u> be available for use.</p>	<p>(1) Thurs, 06.30.22 (2) Fri, 07.01.22 to Wed, 08.31.22</p>						
<p>Payroll</p> <p>(1) Bi-weekly employees must enter all August timesheets by 11:59 pm. (2) Supervisors must approve timesheets by 2:00 pm.</p>	<p>(1) Sun, 08.21.22 (2) Mon, 08.22.22</p>						
<p>Payment Services (previously A/P) – Invoice Payments</p> <p>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.</p> <p>Deadlines for receipt by Payment Services:</p> <p>(1) Invoices charged to State Funds (2) Invoices charged to Local Funds</p> <p>Invoices received after these deadlines will be charged to FY2023 budgets.</p>	<p>(1) Wed, 07.27.22 (2) Mon, 08.22.22</p>						
<p>Travel</p> <p>(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:</p> <p>Travel Vouchers received after deadlines will be charged to FY2023 budgets.</p>	<p>(1) Mon, 08.22.22 (2) Fri, 09.02.22</p>						
<p>Receiving</p> <p>Departments should continue to create receipts in CP for goods and services received. All receiving entered into CP during the FY transition <u>must</u> 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.</p>	<p>Fri, 08.05.22</p>						
<p>Perpetual Inventory Reportable to Internal Audit (Logistical Support and Student Health) Submittal to Finance</p>	<p>Fri, 09.02.22</p>						

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.