

End of Fiscal Year (FY) Deadlines 2023

Financial Services has established the following deadlines for processing transactions against current FY23 funds to ensure that the university's business is conducted in full compliance with state laws and policies. This also helps establish purchase orders/contracts/payments/travel/payroll/inventory applications for the start of FY24. These deadlines are established to enable staff to better manage the increased year-end workload. We ask that departments adhere to the deadlines to the best of their ability. Procurement & Payment Services will make efforts to accommodate deadline exceptions when feasible, which cannot be guaranteed. When additional reviews or approvals are required, deadline flexibility is impacted.

FY23 ends August 31, 2023, and the deadlines provided below will help ensure expenditures made during the fiscal year will be charged appropriately. Transactions not completed by the respective deadline(s) will be charged to FY24 budgets.

IMPORTANT DATES FOR YEAR-END:

Friday, June 16, 2023	Last day to submit requisitions that require a bid (\$15,000+)
Friday, July 7, 2023	Last day to submit requisitions that include SOFTWARE for IT Compliance Review
Friday, July 28, 2023	Last day to submit HARDWARE only requisitions for IT Compliance Review
Friday, August 4, 2023	Last day to submit requisitions in Cardinal Purch (CP), all dollar amounts
5PM-Friday, August 4, 2023 to 8AM-Monday, August 14, 2023	CP <u>closed</u> for requisitioning CP <u>open</u> for receipting
Monday, August 14, 2023	Start submitting requisitions for the new 2023-2024 fiscal year (FY24) into CP
Friday, August 25, 2023 to Thursday, August 31, 2023	CP, Total Contract Manager (TCM) and Banner <u>closed</u> for Fiscal Year-End
Thursday, August 31, 2023	Banner will be closed for Fiscal Year End
Friday, September 1, 2023	Procurement will release FY24 Purchase Orders (POs) to suppliers. Check your CP account to verify the PO was issued to your supplier before contacting them about your order.

DEPARTMENTS ARE RESPONSIBLE FOR THE FOLLOWING:

<p>NO LATER THAN July 7, 2023</p>	<p>Cloud Software Requisitions – IT Accessibility & Security Compliance Review</p> <p>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
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	<p>(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> <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>						
<p>NO LATER THAN August 1, 2023</p>	<p>Review Open Encumbrances</p> <p>Each department should review their open PO encumbrances in Self Service Banner / Encumbrance Query against their accounts to determine which should be unencumbered.</p> <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>(1) Friday, June 30, 2023 (2) Saturday, July 1, 2023 to Thursday, August 31, 2023</p>	<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) Sunday, August 20, 2023 (2) Monday, August 21, 2023</p> <p>(3) Friday, September 1, 2023 (4) Tuesday, September 5, 2023</p> <p>(5) Thursday, August 31, 2023</p>	<p>Payroll</p> <p>Timesheets for pay period 8/5/2023 to 8/18/2023 are due on the regular scheduled deadlines.</p> <p>(1) Bi-weekly employees must enter timesheets by 11:59 pm. (2) Supervisors must approve timesheets by 2:00 pm.</p> <p>Timesheets for pay period 8/19/2023 to 9/1/2023 will be due early because of the Campus Holiday closure on 9/4/2023.</p> <p>(3) Bi-weekly employees must enter timesheets by 11:59 pm. (4) Supervisors must approve timesheets by 2:00 pm. Deadline extended due to campus closure.</p> <p>EPAF Deadline Date for Student/Hourly Worker 9/1 Jobs</p> <p>(5) Deadline Date means that it must be in the Approval Level 90 Payroll-Apply Status in order for it to be paid on the current payroll cycle.</p>						

<p>(1) Wednesday, July 26, 2023</p> <p>(2) Monday, August 21, 2023</p>	<p>Payment Services – 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</p> <p>(2) Invoices charged to Local Funds</p> <p>Invoices received after these deadlines will be charged to FY24 budgets.</p>
<p>(1) Monday, August 21, 2023</p> <p>(2) Friday, September 01, 2023</p>	<p>Travel</p> <p>(1) Travel Vouchers/Expense Reports (ChromeRiver) for approved essential travel completed through Sunday, August 20, 2023 must be turned in to the Travel office.</p> <p>(2) Travel Vouchers/Expense Reports (ChromeRiver) for approved essential travel completed Monday, August 21 thru Thursday, August 31, 2023 must be turned in to the Travel office.</p> <p>Travel Vouchers received <i>after</i> deadlines will be charged to FY24 budgets.</p>
<p>Friday, August 4, 2023</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 <i>actual date of receipt</i>. Please review all your departments’ open POs in CP to verify receipts have been created for items/services received.</p>
<p>Friday, September 1, 2023</p>	<p>Perpetual Inventory Reportable to Internal Audit</p> <p>Logistical Support and Student Health submit to Finance</p>

Items received in these areas after the above-specified dates will not be processed.

PLANNING FOR FISCAL YEAR 2024:

*FY24 TRANSACTIONS WILL ONLY BE PROCESSED WHEN THE **FUNDS BECOME AVAILABLE**. IT IS THE DEPARTMENT’S RESPONSIBILITY TO ENSURE FUNDS ARE AVAILABLE, THE TRANSACTION IS PERMISSIBLE ON THE FUND TYPE, AND THAT THE BUDGET IS PROPERLY ESTABLISHED IN THE ACCOUNT POOLS. THIS IS ESPECIALLY IMPORTANT FOR GRANT FUNDED PURCHASES. ENSURE THE GRANT HAS BEEN FUNDED AND FUNDS SHOW IN THE APPLICABLE ACCOUNT, AND THE GRANT IS “CURRENT” OR “ACTIVE.*

Cardinal Purch will re-open on August 14, 2023 for FY24 orders. Requisitioners must enter the accounting date of “9/1/2023” on the requisition to enable the workflow for FY24 transactions. Failure to do so will result in the transaction being encumbered on FY23 funds. This is an automated Cardinal Purch process.

Please direct any questions or concerns to Amberr Melo, Director Procurement & Payment Services, amelo@lamar.edu.