



# EASTERN KENTUCKY UNIVERSITY

*Serving Kentuckians Since 1906*

Office of Finance & Administration

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## MEMORANDUM

TO: Faculty and Staff  
FROM: Barry Poynter, Vice President for Finance & Administration  
SUBJ: Fiscal Year 2016-2017 Financial Records Closing Schedule  
DATE: April 17, 2017

**Please note the following 2016-2017 Financial Records Closing Deadlines. Documents are due to the area noted for each item. Any exception to these dates must be approved by the appropriate office.**

- April-June      **Departments should regularly review all outstanding encumbrances and notify the Purchasing Office of all cancellations or corrections – Purchasing Office**
- May 12          **All on-line purchase requisitions for grants and contracts ending June 30, 2017 – Purchasing Office**
- June 9          **Grant and contract procurement card transactions – Accounting and Financial Services  
Grant and contract expenditure reclassifications – Accounting and Financial Services  
Printing Services requests – Printing Services  
Non-grant on-line purchase requisitions – Purchasing Office  
Central Stores requisitions entered in Banner – Central Stores**
- June 16        **2016-2017 budget transfers – Budgeting Office  
Procurement card purchases; last date for purchases – University Card Services  
(To ensure that transactions post in the appropriate fiscal year, please allow approximately two (2) weeks for all transactions to post.)**
- June 29        **Deposit all revenues by 1:00 PM – Student Accounting Services**
- July 4          **Procurement card transactions for the month of June must be allocated and approved – University Card Services**
- July 1          **Payroll Ending July 1 must be approved by June 30 – Accounting and Financial Services**
- July 6          **In-state and out-of-state travel vouchers; travel must end by June 30, 2017 – Accounting and Financial Services  
Direct payment requests for invoices dated June 30, 2017, or earlier – Accounting and Financial Services  
All other expenditures reclassifications – Accounting and Financial Services  
Inter-account bills/charges – Accounting and Financial Services**

**Please note the following 2017-2018 Fiscal Year dates:**

- May 12        **First date to enter 2017-2018 on-line requisitions in Banner – Purchasing Office  
(Important: Please check the fiscal year indicator in the FOAPAL portion of the requisition for each order. The order, transaction, and delivery dates must be changed to reflect the appropriate fiscal year.)**
- May 18        **Personal Service Contracts (PSC) with a starting work date of July 1, 2017, must be submitted to the Purchasing Office no later than May 18, 2017 – Purchasing Office**
- July 1         **First date to submit direct pay requests for invoices dated July 1, 2017, or later – Accounting and Financial Services**

