



# EASTERN KENTUCKY UNIVERSITY

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Office of Finance & Administration

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## MEMORANDUM

TO: Faculty and Staff  
FROM: Barry Poynter, Senior Vice President  
SUBJ: Fiscal Year 2018-2019 Financial Records Closing Schedule  
DATE: April 29, 2019

### **Please note the following Fiscal Year 2018-2019 Financial Records Closing Deadlines:**

- May-June Departments should regularly review **all outstanding encumbrances** and notify University Procurement Services of all cancellations or corrections – *University Procurement Services*
- May 10 **All on-line purchase requisitions for grants and contracts ending June 30, 2019** – *University Procurement Services*
- June 7 **Non-grant on-line purchase requisitions** – *University Procurement Services*  
**Central Stores requisitions entered in Banner** – *Central Stores*
- June 14 **Grant and contract procurement card transactions** – *Accounting and Financial Services*  
**Grant and contract expenditure reclassifications** – *Accounting and Financial Services*  
**Printing Services requests** – *Printing Services*
- June 17 **2018-2019 budget transfers** – *Budgeting & Financial Planning*  
**Procurement card transactions** – *University Card Services*  
*(Please note that merchants may not process credit card transactions daily, which can affect the fiscal year charged.)*
- June 28 **Deposit all revenues by 1:00 PM** – *Student Accounting Services*
- July 3 **Inventory counts as of June 30, 2019, for those areas as applicable** – *Accounting and Financial Services*
- July 8 **Procurement card transactions for the month of June** (must be allocated and approved via Access Online)  
– *University Card Services*
- July 9 **In-state and out-of-state travel vouchers** (travel must end by June 30, 2019) – *Accounting and Financial Services*  
**Direct payment requests** (for invoices dated June 30, 2019, or earlier) – *Accounting and Financial Services*  
**All other expenditures reclassifications** – *Accounting and Financial Services*  
**Inter-account bills/charges** – *Accounting and Financial Services*
- July 15 **Payroll Ending July 13, 2019, (which includes June 30, 2019) must be submitted and approved by end of day July 15, 2019**  
– *Accounting and Financial Services*

### **Please note the following Fiscal Year 2019-2020 dates:**

- May 13 **First date to enter 2019-2020 on-line requisitions in Banner** – *University Procurement Services*  
(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 17 **Personal Service Contracts (PSC)** (with a starting work date of July 1, 2019, must be submitted to University Procurement Services no later than May 17, 2019.) – *University Procurement Services*
- July 1 **First date to submit direct pay requests for invoices dated July 1, 2019, or later** – *Accounting and Financial Services*

