



IMPORTANT DEADLINES

To: All Staff

From: Stephen Garcia, Interim Associate Vice President, Administrative Services

Date: May 1, 2018

Subject: **2017-18 Fiscal Services Year-end Deadlines**

The fiscal year-end is quickly approaching. As a result, the Fiscal Services Department is responsible for closing the college's 2017-18 financial records as of June 30, 2018. We really appreciate your cooperation with complying with the deadlines listed below, as we may not have the flexibility to accommodate late paperwork due to the 4/10 work schedule during the summer.

We recognize that these are very tight deadlines for processing the paperwork and for obtaining the required approval signature(s); however, these due dates are necessary for Fiscal Services to prepare the Adopted Budget for fiscal year 2018-19. Carefully review the items listed below and please plan accordingly for your respective areas.

PRELIMINARY DEADLINES	DUE DATE
Online Appropriation Transfers & Budget Revisions: Must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or budgetrevisions@mtsac.edu) by May 15, 2018 for Board Approval on June 27, 2018 .	May 15, 2018
Online Appropriation Transfers & Budget Revisions: Must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or budgetrevisions@mtsac.edu) by June 4, 2018 for Board Approval on July 11, 2018 .	June 4, 2018
Purchase Orders: Outstanding paperwork pertaining to any purchase orders that have not been closed or paid, such as invoices, receipts, etc., need to be received by the <i>Accounts Payable Department</i> , in order for the payment to be issued by June 21, 2018 .	June 7, 2018
Mileage, and Conference and Travel: Reimbursement claims for expenses must be received in order to receive payment by June 21, 2018 .	June 7, 2018
Independent Contractors: Reimbursement claims and invoices need to be received by Accounts Payable in order to receive payment by June 21, 2018 .	June 7, 2018
Classified Monthly Employees' Timesheets-Overtime: Overtime work from June 1, 2018 through June 17, 2018 . (This deadline does not apply to Web timesheets).	June 18, 2018
Full-time Faculty Hourly Timesheets (i.e. non-teaching, substitutes, etc.): Work performed through the end of the Spring 2018 semester will be paid on June 28, 2018 .	June 18, 2018
FINAL DEADLINES	DUE DATE
Online Appropriation Transfers & Budget Revisions: Appropriation transfers and budget revisions for 2017-18 must be completed and approved by the appropriate level(s) of department management and submitted to Fiscal Services (online or budgetrevisions@mtsac.edu) by June 14, 2018 . Online entries received after the deadline will not be processed and will be deleted from Banner. If there is a need to process appropriation transfers and/or budget revisions from June 15, 2018 through June 30, 2018 , submit a signed, paper (hardcopy) form to Fiscal Services by July 3, 2018 .	June 14, 2018
Classified Monthly Employees' Timesheets-Overtime: Overtime worked from June 18, 2018 through June 30, 2018 should be submitted using a copy of the employee's monthly timesheet that was submitted to payroll on June 18, 2018 . This timesheet will enable Payroll to charge overtime worked during this period to the 2017-18 fiscal year.	July 2, 2018 (Must be in the Payroll Office by 10:00 am)
Short-term and Professional Expert Hourly Employees' Timesheets: Work performed through June 30, 2018 will be paid July 12, 2018 . Timesheets are due as soon as possible , but no later than July 2, 2018 at 10:00 am .	July 2, 2018 (Must be in the Payroll Office by 10:00 a.m.)
Part-time Faculty Hourly Timesheets (i.e. counselors, substitutes, etc.): Work performed through June 30, 2018 will be paid on July 10, 2018 . Timesheets are due as soon as possible , but no later than July 2, 2018 at 10:00 am .	July 2, 2018 (Must be in the Payroll Office by 10:00 am)

Classified Web Timesheets: Must be submitted by staff by July 3, 2018 and approved by the immediate manager by July 10, 2018 .	July 10, 2018 Final Year-end Deadline
FINAL DEADLINES	DUE DATE
Mileage, and Conference and Travel: Reimbursement claims for expenses, which are incurred between June 8, 2018 and June 30, 2018 , are due as soon as possible , but no later than July 2, 2018 .	July 2, 2018 Final Year-end Deadline
Purchase Orders: Outstanding paperwork pertaining to any purchase orders that have not been closed or paid, such as invoices, receipts, etc., need to be received by the <i>Accounts Payable Department</i> .	July 2, 2018 Final Year-end Deadline
Procurement Cards: In order for all purchases to be received by June 30, 2018 , all P-Card purchases must be made by the close of business on June 18, 2018 . Please do not make any further purchases using the P-Card from June 19 through June 30, 2018 .	June 18, 2018 Final Year-end Deadline
Independent Contractors: Reimbursement claims and invoices, which are incurred between June 8, 2018 and June 30, 2018 , need to be received by Accounts Payable Department as soon as possible , but no later than July 2, 2018 .	July 2, 2018 Final Year-end Deadline
Billing for Services: Information needed to prepare Invoices for services completed by June 30, 2018 , such as facilities usage, printing charges, etc. need to be received by Shelly Zahrt-Egbert.	July 2, 2018 Final Year-end Deadline
Emergency last minute purchases from June 8, 2018 through June 30, 2018 – Receipts, packing slips or invoices need to be received by the <i>Accounts Payable Department</i> as soon as possible , but no later than July 2, 2018 .	July 2, 2018 Final Year-end Deadline