



IMPORTANT DEADLINES

To: All Staff

From: Doug Jenson, Associate Vice President, Administrative Services

Date: May 1, 2019

Subject: **2018-19 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 2018-19 financial records as of June 30, 2019. We really appreciate your cooperation in complying with the deadlines listed below, as we may not have 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 paperwork and obtaining required approval signatures. These due dates also take into account time needed to prepare the 2019-20 Adopted Budget for timely approval. Carefully review the items listed below and please plan accordingly for your respective areas.

FINAL DEADLINES	DUE DATE
<p>Online Appropriation Transfers & Budget Revisions: Appropriation transfers and budget revisions for 2018-19 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 13, 2019. Online entries received after the deadline will not be processed and will be deleted from Banner.</p> <p>If there is a need to process appropriation transfers and/or budget revisions from June 14, 2019 through June 30, 2019, submit a signed, paper (hardcopy) form to Fiscal Services by July 3, 2019.</p>	<p>June 13, 2019</p>
<p>Classified Monthly Employees' Timesheets-Overtime: Overtime worked from June 17, 2019 through June 30, 2019 should be submitted using a copy of the employee's monthly timesheet that was submitted to payroll on June 17, 2019. This timesheet will enable Payroll to charge overtime worked during this period to the 2018-19 fiscal year.</p>	<p>July 1, 2019 (Must be in the Payroll Office by 10:00 am)</p>
<p>Short-term and Professional Expert Hourly Employees' Timesheets: Work performed through June 30, 2019 will be paid July 15, 2019. Timesheets are due as soon as possible, but no later than July 1, 2019 at 10:00 am.</p>	<p>July 1, 2019 (Must be in the Payroll Office by 10:00 a.m.)</p>
<p>Part-time Faculty Hourly Timesheets (i.e. counselors, substitutes, etc.): Work performed through June 30, 2019 will be paid on July 10, 2019. Timesheets are due as soon as possible, but no later than July 1, 2019 at 10:00 am.</p>	<p>July 1, 2019 (Must be in the Payroll Office by 10:00 am)</p>
<p>Classified Web Timesheets: Must be submitted by staff by July 3, 2019 and approved by the immediate manager by July 8, 2019.</p>	<p>July 8, 2019 Final Year-end Deadline</p>
<p>Mileage, and Conference and Travel: Reimbursement claims for expenses, which are incurred between June 7, 2019 and June 30, 2019, are due as soon as possible, but no later than July 1, 2019.</p>	<p>July 1, 2019 Final Year-end Deadline</p>
<p>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>.</p>	<p>July 1, 2019 Final Year-end Deadline</p>
<p>Procurement Cards: In order for all purchases to be received by June 30, 2019, all P-Card purchases must be made by the close of business on June 17, 2019. Please do not make any purchases using the P-Card from June 18 through June 30, 2019.</p>	<p>June 17, 2019 Final Year-end Deadline</p>
<p>Independent Contractors: Reimbursement claims and invoices, which are incurred between June 7, 2019 and June 30, 2019, need to be received by Accounts Payable Department as soon as possible, but no later than July 1, 2019.</p>	<p>July 1, 2019 Final Year-end Deadline</p>
<p>Billing for Services: Information needed to prepare Invoices for services completed by June 30, 2019, such as facilities usage, printing charges, etc. need to be received by Doug Jenson.</p>	<p>July 1, 2019 Final Year-end Deadline</p>
<p>Emergency last minute purchases from June 7, 2019 through June 30, 2019 – 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 1, 2019.</p>	<p>July 1, 2019 Final Year-end Deadline</p>