Guidelines for Fiscal Year 2012 year end transactions can be found below. Please contact Lisa Blauser at ext 1163 or lsblauser@uncfsu.edu for additional information.

- The deadline to complete requisitions for state funded purchases was April 15th. No additional requests for state funded purchases will be accepted through Ebuy or Banner. Any emergency request for state funded purchases must be routed through the appropriate Vice Chancellor for consideration.

- Purchase Orders for non-state funded purchases can continue to be processed without interruption.

- Petty Cash Reimbursement requests, regardless of funding source, must be submitted to Business and Finance by Friday, June 15th to be processed in the current fiscal year. Any requests received after Friday, June 15th may be processed in Fiscal Year 13 and charged to Fiscal Year 13 budgets. Additional budget funds will not be allocated in Fiscal Year 13 for such expenses, so it is imperative that petty cash reimbursement requests are received no later than Friday, June 15th.

- The normal requirement of receiving travel authorizations 10 days prior to traveling applies for travel during the month of June. However, all travel authorizations and requests for travel advances for employees and students traveling through July 15, 2012 must be received no later than Friday, June 15th. No advances will be processed for any travel related documents received after June 15, 2012.

- Travel reimbursement forms for all travel prior to June 15th must be received no later than Friday, June 15th to be processed from current year budgets. Reimbursement for travel after Friday, June 15th must be submitted immediately upon return from travel. Any travel reimbursements received after the deadline may be processed in Fiscal Year 13 and charged to Fiscal Year 13 budgets. Additional budget funds will not be allocated in Fiscal Year 13 for such expenses, so it is imperative that travel reimbursements are received by the deadline.

- Invoices, regardless of funding source, submitted by Friday June 15th will be processed in the current fiscal year. However, please continue to submit invoices for payments. Please do not hold any invoices. Any invoices received after Friday June 15th may be processed in Fiscal Year 13 and charged to Fiscal Year 13 budgets. Additional budget funds will not be allocated in Fiscal Year 13 for such expenses, so it is imperative that any invoices to be processed from Fiscal Year 12 budgets are received no later than Friday, June 15th.

- The last check write for fiscal year 2012 will be Monday, June 25th. This applies to all funding sources, state and non-state.

- Request for journal entries and corrections in Banner Finance must be submitted no later than Friday, June 22nd.
The deadline for P-Card purchases from State funded accounts was Friday, June 1st. All P-Card purchases made after June 1st must charged to non-state accounts. P-Cards can continue to be utilized for non-state funded purchases without interruption. No additional P-Card purchases to be charged to state funds should be made. P-Card holders will be notified when state funded P-Card purchases can resume after the fiscal year 13 budget is approved.

Invoice and check processing is expected to resume by July 9, 2012. Processing of invoices from state funds will resume upon approval of the fiscal year 2013 budget.