

## **ACCOUNTS PAYABLE FISCAL YEAR END DEADLINES AND PROCEDURES**

All unpaid invoices for Fiscal Year **2011** including low dollar orders and miscellaneous invoices, any reimbursement claims for travel expenses incurred during Fiscal Year **2011**, and all Payment to Individual Request forms for payment of services rendered through **June 30, 2011** **must be** received in Accounts Payable, S104, **by 4:30 PM, Friday, June 10, 2011** to be charged to Fiscal Year **11** budgets.

Charges appearing on your procurement card (purchasing card) and procurement travel card (institutional liability card) statement dated **June 24, 2011** will be the last charges posted to Fiscal Year **11** budgets. The charges on this billing will be posted to University budgets on **June 27th**. You should stop using your procurement card and procurement travel card about **June 20, 2011** or earlier to ensure that all credit card charges are posted to your **June 24, 2011** statement. You will receive your individual cardholder statements about a week later as usual.

If you have any questions regarding these deadlines, please contact Vickie Gardner in Accounts Payable at 836-4528.