

### Fiscal Year Closing Key Dates

	<b>Processes to complete to post expenses/deposits to FY 2009 (7/1/08-6/30/09)</b>	<b>Processes to complete to post expenses/deposits to FY 2010 (7/1/09-6/30/2010)</b>	<b>Notes</b>	<b>Contact Information</b>
<b>Requisitions: Vendor Purchases for Goods and Services</b>	Requisitions must be received in Purchasing Department by <b>6/1/09</b>  Purchased item(s) received by <b>6/29/09</b>  Note on requisition <b>“delivery must be received no later than 6/29/09”</b>	Item (s) received on or after <b>7/1/09</b>  Purchases intended for FY2010 note on requisition <b>“delivery date on or after 7/1/09”</b> and <b>“FY 2010 Funds”</b>	Contact Purchasing Department for delivery estimates  Requisitions are checked daily in the Budget Office and taken directly to Purchasing	Stuart Thompson, Purchasing x1004
<b>Grants</b>	Grants with end dates of <b>6/30/09</b> must receive goods and services by <b>6/29/09</b>		Items received on or <b>after 7/1/09</b> will be returned or need to be charged to a different funding source	Heather Harrell, Grant Accounting x1988
<b>Blanket Orders</b>		FY 2010 Blanket Orders need to be received by Purchasing Department no later than <b>6/1/09</b>	Blanket Orders are only issued for 3 or more charges or if vendor does not accept Visa credit cards  Principle Budget Administrator (PBA) must sign. PBA list located at <a href="http://www.cwu.edu/~budget/pba.xls">www.cwu.edu/~budget/pba.xls</a>	Stuart Thompson, Purchasing x1004
<b>Purchasing Card</b>	Suspend use from <b>6/20/09-6/30/09</b>	Purchases on or after <b>7/1/09</b>	Reconcile <b>June 2009</b> transactions by <b>7/2/09</b>	Karen Henderson, Purchasing x1505
<b>Travel</b>	Expense vouchers due by <b>5 pm 6/26/09</b> to Accounts Payable office		Conferences, workshops, registration fees, and airline tickets will be expended in the fiscal year they are actually used	Shelley Spencer, Accounts Payable Travel x1986
<b>Petty Cash</b>	Seasonal or temporary petty cash funds must be returned to Cashiers office by <b>11 am 6/26/09</b>  Other petty cash custodians must submit a check request to Accounts Payable by <b>6/26/09</b>			Anna Fischer, Accounts Payable x2621
<b>Copy Cat Shop - Duplicating</b>	Letterhead, envelopes, and extensive printing orders must be submitted before <b>6/19/09</b>  Pallet paper orders submit before <b>6/19/09</b>  Routine uncomplicated printing requests, copier paper and/or CWU form orders must be received before <b>5 pm 6/25/09</b>		Orders will be completed and delivered by <b>5 pm 6/26/09</b>  Closed for inventory <b>5 pm 6/26/09- 6/30/09</b> <b>Reopen 8 am 7/1/09</b>	Kirsten Garland or Judy Wall, Copy Cat Shop x3685
<b>Mail Services</b>	Metered mail closed out <b>5 pm 6/30/09</b>	Metered mail beginning <b>7/1/09</b>		Mail Services x1807
<b>Cash Deposits</b>	Cash deposits by <b>1 pm 6/30/09</b> to ensure posting	Cash deposits after <b>4:30 pm on 6/30/09</b>		Jana Kruckenberg, Student Financial Services x3562
<b>Charge Credits</b>	Charge credits must be received in Accounting Office by <b>6/29/09</b>			Carol Hill, Accounting x2395
<b>Budget</b>	Budget changes must be received in Budget Office by <b>6/30/09</b>		Budget Change Form: <a href="http://www.cwu.edu/~budget/">http://www.cwu.edu/~budget/</a> Send form to: <a href="mailto:budgetchanges@cwu.edu">budgetchanges@cwu.edu</a>	Scherry Sinclair x2305 or Brenda Mofford x2337