



FLORIDA POLYTECHNIC UNIVERSITY

To: Florida Polytechnic University Employees
From: Derek Horton, University Controller
Date: March 18, 2019
Subject: Deadlines for End of Fiscal Year 2019

The end of Fiscal Year 2019 is fast approaching! To efficiently complete all end-of-year processing of procurement and accounting matters, it is necessary to establish deadlines for all requests affecting end-of-year processing. Page 2 of this memorandum contains the deadlines for processing requests. Familiarize yourself and communicate the deadlines with your staff. Please give specific attention to the following:

- Online approvals for requisitions, expense reports, etc... must be completed by the deadline.
- Check your approval queues frequently to ensure all expense reports and requisitions are approved on or before the deadline.
- Failure to adhere to this schedule will result in requests being rejected, returned, or processed against the Fiscal Year 2020, if applicable.

Thank you for your cooperation in adhering to the established deadlines. Your full cooperation will assist Finance and Procurement in accommodating all FY 2019 end-of-year processing.

As always, if you have any additional questions or require further clarification, please, do not hesitate to contact the respective department by phone or email.

Accounts Payable

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Budget

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Procurement

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Accounting and Procurement Deadlines for End of Fiscal Year 2019

Date	Description	Department
4/01/2019 - 4/30/2019	Department open PO cleanup. Departments to request POs to be cancelled for current FY 2018-2019.	Procurement
5/15/2019 Wednesday	New Requisitions that will be encumbered against the current FY funds must be entered into Workday. All supporting documentation must be attached to the Requisition. Requisitions without supporting documentation will be denied and may not be resubmitted.	Procurement
6/14/2019 Friday	Last day to enter a travel Spend Authorization for travel prior to 6/30/19. Spend Authorizations will not be allowed after this date.	Accounts Payable
6/19/2019 Wednesday	Last day to approve a travel Spend Authorization from current FY funds.	Accounts Payable
6/21/2019 Friday	Last day to approve E-Card transactions to ensure payment from current FY funds. Must complete Expense Report by deadline.	Accounts Payable
6/28/2019 Friday	Roll POs forward initiated. Target completion date: 7/1/19	Procurement
6/28/2019 Friday	Last day to process Budget Amendments for FY 19.	Budget Office
6/28/2019 Friday	Last day to complete receiving for goods or services delivered during FY 19.	Accounts Payable
07/01/2019 Monday	First day to enter Requisitions for FY 20. Requisitions for FY 20 cannot be entered before this date. This includes saving requisitions as a draft.	Procurement
7/15/2019 Monday	Last day to complete Expense Reports for FY 19.	Accounts Payable
7/15/2019 Monday	All FY 19 Spend Authorizations cancelled.	Accounts Payable
7/31/2019 Wednesday	Last day to process invoices for FY 19.	Accounts Payable