# SAM HOUSTON STATE UNIVERSITY
## Year End-Deadline Schedules – FY2012

### Controller’s Office

<table>
<thead>
<tr>
<th>Description</th>
<th>Deadline Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct Pay - State – Due by 5:00 p.m.</td>
<td>08/22/12</td>
</tr>
<tr>
<td>Direct Pay – Local – Due by 5:00 p.m.</td>
<td>08/31/12</td>
</tr>
<tr>
<td>Interdepartmental Transfer Vouchers-Monthly – Due by 5:00 p.m.</td>
<td>08/17/12</td>
</tr>
<tr>
<td>Interdepartmental Transfer Vouchers-Final Thru 08/31/12 – Due by 5:00 p.m.</td>
<td>08/31/12</td>
</tr>
<tr>
<td>Deposits- Due by 12:00-Noon</td>
<td>08/31/12</td>
</tr>
<tr>
<td>Petty Cash Vouchers- Due by12:00-Noon</td>
<td>08/31/12</td>
</tr>
<tr>
<td>Travel Vouchers- Due by 5:00 p.m.</td>
<td>08/17/12</td>
</tr>
<tr>
<td>Payroll-New Employee Documents – Due by 5:00 p.m.</td>
<td>08/17/12</td>
</tr>
<tr>
<td>Payroll Action Forms/Labor Redistribution Requests – Due by 5:00 p.m.</td>
<td>08/17/12</td>
</tr>
<tr>
<td>PCard/Travel Card transactions – Everything posted to your Transaction Summary through September 5, 2012 will come out of FY2012 funds. Transactions made prior to 09/05/12 that do not post to your Transaction Summary will be paid out of FY2013 funds. Facilities and Residence Life Maintenance list of projects and completion status must be in the hands of the Controller’s office no later than 5:00 p.m. Must include FUND/ORG/NAME OF PROJECT/CURRENT STATUS-% COMPLETE All Payment Approvals for FY2012 PO’s due in Disbursement no later than 5:00 p.m. All Invoices for FY2012 payments must be in Disbursements no later than 5:00 p.m. For complete details go to: <a href="http://www.shsu.edu/~controller/YearEndDeadlines.html">http://www.shsu.edu/~controller/YearEndDeadlines.html</a></td>
<td></td>
</tr>
</tbody>
</table>

### Facilities Management

#### Capital Project Submissions
- Submit Projects with Estimated Cost Greater than $100K
- Submit Projects with Estimated Cost $25K-$100K
- Submit Projects with Estimated Cost $5K-$25K
- Requests for Estimates on All Capital Projects Greater than $25K
- Requests for Estimates on Capital Projects $5K-$25K

**Contact Facilities Planning & Construction (FPC)**

- Contact FPC
- 6/1/2012
- 5/1/2012

#### Work Orders
- Submit Projects with Estimated Cost Less than $5K
- Request for Estimates on Projects Less than $5K

**For complete details go to:** [http://www.shsu.edu/~ppl_www/yearenddeadlines.html](http://www.shsu.edu/~ppl_www/yearenddeadlines.html)

### Human Resources

#### Payroll Action Form Deadlines
- Payroll Action Form Deadlines
- New Employee Benefits Orientation Schedule
- Qualifying Life Events
- Payroll Action Forms Requiring International Programs and/or Office of Research Administration Approval
- Retirement
- Maximizing 403b Supplemental Retirement Plan
- Student Employment Criteria

**For complete details go to:** [http://www.shsu.edu/~hrd_www/Information.html](http://www.shsu.edu/~hrd_www/Information.html)

### Information Technology

- Technology purchases that require legal review; work order request submitted by 5:00 p.m.
- Technology purchases; work order request submitted by 5:00 p.m.
- Signed payment authorization and/or Exception request form received by Information Technology by 5:00 pm

**For complete details go to:** [http://www.shsu.edu/~ucs_www/services/technologyPurchasingDeadlines.html](http://www.shsu.edu/~ucs_www/services/technologyPurchasingDeadlines.html)

### Procurement & Business Services

- Last Day for FY 2012 Banner Requisitions to be received in Procurement
- Request for Proposals (any dollar amount)
- Formal Bids (over $10,000 including HEAF)
- Informal Bids ($5000 - $10,000 including HEAF)

**For more details go to:** [http://www.shsu.edu/~pur_www/yearenddeadlines.html](http://www.shsu.edu/~pur_www/yearenddeadlines.html)