

# Sam Houston State University

## Year-End Deadlines Schedules – FY 2017

### Financial Services

### Deadline Date

For complete details go to: <http://www.shsu.edu/dept/controller/year-end-deadlines.html>

#### ***Disbursements and Travel Services***

- All travel using a travel card before 8/1/17 must be reconciled and submitted to the Travel Office by noon..... 8/11/17
- Completed Travel Expense Reports (not using travel card) for reimbursement before 8/31/17..... 8/11/17
  - Travel vouchers will be accepted after this, however, reimbursement may occur after September 1, 2017.
- Direct Pay (State) – Due by 5:00 p.m..... 8/18/17
- Direct Pay (Local) – Due by 5:00 p.m..... 8/25/17
- All receiving in BearkatBuy for FY 2017 POs must be completed by 5:00 p.m..... 8/25/17
- Travel Requisitions for FY 17 travel..... 8/25/17
- All Invoices for FY 2017 payments must be in Disbursements before noon..... 9/06/17

#### ***General Accounting***

- Interdepartmental Transfer Vouchers (Monthly, Local) – Due by 5:00 p.m. 8/28/17
- Interdepartmental Transfer Vouchers (State) – Due by 5:00 p.m..... 8/18/17
- Interdepartmental Transfer Vouchers ( Local) – Due by 5:00 p.m..... 8/29/17

#### ***Bursar’s Office***

- Deposits – Due by 3:30 p.m..... 8/31/17

#### ***Payroll***

- New Employee Documents – Due by 5:00 p.m..... 8/17/17
- Payroll Action Forms/Labor Redistribution Forms – Due by 5:00 p.m.... 8/17/17

#### ***Procurement and Business Services***

For complete details go to: <http://www.shsu.edu/dept/procurement/yearenddeadlines.html>

- Request for proposals (any dollar amount) requisition must be received in Procurement approval queue by 5:00 p.m..... 6/09/17
- Bids (over \$15,000 and including HEAF) requisitions must be received in Procurement approval queue by 5:00 p.m..... 6/16/17
- FY 2017 BearKatBuy requisitions (under \$15,000 or over \$15,000 an available under a contract) must be in Procurement approval queue by Noon..... 8/30/17

- Postage Prepaid Meter..... 9/01/17
- **PCard** – P card can be utilized through the end of the fiscal year. The billing cycle for the procurement card will end on **September 3, 2017** at midnight. You may begin generating your Expense Reports on Wednesday, **September 6<sup>th</sup>**. In an effort to ensure that all payments are made in a timely manner, all transactions must be reconciled online and locked in on your Citi Expense Report by Friday, **September 8th at 3:00pm**. Any transactions procured with STATE funds during this billing cycle will be paid from FY18 funds. All transactions, regardless of fund type, need to be fully reconciled with the appropriate FOAPs locked in by the 8th. If transactions are not fully reconciled, they will be applied to FY17 funds when the FOAP is provided in order to complete the reconciliation process. Actual reports and backup documentation are still due to Procurement and Business Services **by 5:00 pm on Friday September 15th**. If you are a new delegate and require reconciliation training within the GCMS system, please contact Procurement to set up a date and time for training before the September 8th deadline. Any transaction that does not post to your account during this billing cycle will be paid out of fiscal year 18 funds.

**Press**

- Jobs using State Funds must be submitted by..... 8/07/17
- Jobs using local Funds:  
Large print jobs MUST be submitted by ..... 8/14/17  
Stationary (letterhead, business cards, and envelopes) and smaller Jobs MUST be submitted by..... 8/21/17
- FY 18 jobs can be submitted in August, but we cannot bill or deliver them until September 1, 2017.

**Financial Reporting**

- 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 FOP of project, current status, and % complete..... 9/06/17
- Submit Resale Inventory counts to the Property Office..... 9/06/17

**Facilities Management**

**Deadline Date**

For complete details go to: <http://www.shsu.edu/dept/facilities-management/>

Request an Estimate for a Future Project

- Request an estimate on projects less than \$5K..... 6/01/17
- Request an estimate on projects \$5K-\$25K..... 5/01/17
- To request an estimate on projects greater than \$25K, please contact Facilities Planning and Construction.

Submit Projects for Completion by September 1, 2017

- Submit projects less than \$5K..... 7/01/17
- Submit projects between \$5K and \$25K..... 6/01/17

- To submit projects over \$25K, please contact Facilities Planning and Construction.

**Human Resources**

**Deadline Date**

For complete details go to: <http://www.shsu.edu/dept/human-resources/index.html>

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| • Payroll Action Form (EPAF) deadlines.....  | 8/17/17 |
| • Payroll Action Forms requiring International Programs and/or Office Of Research Administration Approval..... | 8/17/17 |

**Information Technology**

**Deadline Date**

For complete details go: <http://www.shsu.edu/dept/it%40sam/index.html>

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| • For any technology purchases that require legal review, such as new software requests or contract renewals, a Cherwell Request must be submitted by 5:00 p.m.....          | 6/03/17 |
| • For technology purchases which the client requests quote assistance, a Cherwell request must be submitted by 5:00 p.m.....   | 6/01/17 |
| • For technology purchases that require a Technology Oversight Approval, the approval process, including a Cherwell request must be submitted and completed by 5:00 p.m..... | 8/01/17 |
| • For any technology purchases, a BearKatBuy requisition must be submitted by 5:00 p.m.....  | 8/01/17 |