

**SAM HOUSTON STATE UNIVERSITY**  
**Division of Finance & Operations**  
**Year End-Deadline Schedules – FY2011**

<u>Controller's Offices</u>	<u>Deadline Date</u>
Direct Pay - State	08/22/11
Direct Pay - Local	08/26/11
Interdepartmental Transfer Vouchers-Monthly	08/17/11
Interdepartmental Transfer Vouchers-Final Thru 08/31/11	08/31/11
Deposits-12:00-Noon	08/31/11
Petty Cash Vouchers-12:00-Noon	08/31/11
Travel Vouchers-5:00 p.m.	08/17/11
Payroll-New Employee Documents	08/17/11
Payroll Action Forms/Labor Redistribution Requests	08/17/11

**Facilities Management**

**Capital Project Submissions**

Submit Projects with Estimated Cost Greater than \$100K	<b>Contact FPC</b>
Submit Projects with Estimated Cost \$25K-\$100K	<b>Contact FPC</b>
Submit Projects with Estimated Cost \$5K-\$25K	<b>6/1/2011</b>
Requests for Estimates on All Capital Projects Greater than \$25K	<b>Contact FPC</b>
Requests for Estimates on Capital Projects \$5K-\$25K	<b>5/1/2011</b>

**Work Orders**

Submit Projects with Estimated Cost Less than \$5K	<b>7/1/2011</b>
Request for Estimates on Projects Less than \$5K	<b>6/1/2011</b>

**For complete details go to: <http://www.shsu.edu/~ppl> [www/documents/2011PPLYEARENDDEADLINES.pdf](http://www.documents/2011PPLYEARENDDEADLINES.pdf)**

**Human Resources**

Payroll Action Form Deadlines	<b>08/17/11</b>
New Employee Benefits Orientation Schedule	<b>08/17/11</b>
Qualifying Life Events	<b>Within 31 Days from Date of Event</b>
PAF's Requiring International Programs and/or Office of Research Administration Approval	<b>08/17/11</b>
Retirement	<b>60-90 Days Prior to Retirement</b>
Maximizing 403b Supplemental Retirement Plan	<b>11/1/11</b>
Student Employment Criteria	<b>Verify Prior to Employment</b>

**For complete details go to: <http://www.shsu.edu/~hrd> [www/Information.htm](http://www/Information.htm)**

**Information Technology**

Construction/Research projects involving technology; work order request submitted by 5:00 p.m.	<b>05/13/11</b>
Technology purchases that require legal review; work order request submitted by 5:00 p.m.	<b>06/17/11</b>
Technology purchases (other than personal computer); work order request submitted by 5:00 p.m.	<b>07/17/11</b>
Personal computer purchases and related personal computer parts, peripherals; work order request submitted by 5:00 p.m.	<b>08/05/11</b>
Signed payment authorization form received by Information Resources by 5:00 p.m.	<b>08/12/11</b>

**Procurement & Business Services**

Receipt of Goods/Services (to be paid from FY '11 funds)	<b>08/22/11</b>
Request for Proposals (any dollar amount)	<b>06/13/11</b>
Formal Bids – Over \$10,000 (including HEAF)	<b>06/24/11</b>
Informal Bids - \$5,000 - \$10,000 (including HEAF)	<b>07/06/11</b>
Term Contracts (request for consumables or equipment)	<b>07/06/11</b>
Rental or lease of copiers, pagers and cellular phone services (voice or data)	<b>07/06/11</b>
Maintenance/Service Contracts	<b>07/06/11</b>

**For complete details go to: <http://www.shsu.edu/~pur> [www/information.html](http://www/information.html)**