



Lamar University year end processes ensure that the university’s business is conducted in full compliance with state laws and policies. Fiscal Year (FY) 2021 ends on August 31, 2021 and the deadlines provided below will ensure that expenditures made during the year will be charged appropriately. Transactions not completed by the respective deadline will be charged to FY 2022 budgets.

IMPORTANT DATES FOR YEAR END PROCESSES

Department	Date	Task
PROCUREMENT	Wed, 06.30.21	Last day to create requisitions (place orders) in Cardinal Purch (CP)
	Wed, 07.07.21	Last day for IT Compliance
	Thurs, 07.01.21 to Mon, 08.02.21	CP closed for requisitioning CP open for receipting
	Tues, 08.03.21	Purchase Requisitions for the new 2021-2022 fiscal year (FY22) may be entered into CP
	Fri, 08.27.21 to Tues, 08.31.21	CP, Total Contract Manager (TCM) and Banner closed for Fiscal Year-End
	Wed, 09.01.21	Procurement will release FY22 Purchase Orders (POs) to suppliers. Check your CP account to verify the PO was issued to your supplier before contacting them about your order.
FINANCE	Tues, 08.31.21	Banner will be closed for Fiscal Year-End

DEPARTMENTS ARE RESPONSIBLE FOR THE FOLLOWING:

Task	Date
<p>Review Open Encumbrances Each department should review their open PO encumbrances in Self Service Banner against their accounts for items that should be <u>unencumbered</u>.</p> <p>Example: Cost Contract PO where no additional orders will be placed, remaining items on PO cancelled by the Company or not received by the department, invoice received is less than the PO amount and remaining encumbrance needs to be cancelled, etc.</p> <p>Email Procurement at amelo@lamar.edu a list of all PO encumbrance(s) to be removed. Please use “CLOSE FY21 ENCUMBRANCE REQUEST” in the subject line of the email. ONLY send a PO <u>cancel</u> notification when the FINAL PAYMENT has been completed in BANNER. Previous year encumbrances cannot be reopened once the funding year has closed.</p>	<p>NO LATER THAN 07.15.21</p>

<p>Procard Purchases</p> <p>(1) Purchases made using your Procard must be complete. (2) Department Procards will <u>not</u> be available for use.</p>	<p>(1) Wed, 06.30.21 (2) Thurs, 07.01.21 to Tues, 08.31.21</p>
<p>Payroll</p> <p>(1) Bi-weekly employees must enter all August timesheets by 11:59 pm. (2) Supervisors must approve timesheets by 2:00 pm.</p>	<p>(1) Sun, 08.22.21 (2) Mon, 08.23.21</p>
<p>Payment Services (previously A/P)</p> <p>Vendors must mail all invoices directly to Payment Services. IF vendors send invoices directly to the department, the invoices should be immediately hand-delivered to Payment Services for processing.</p> <p>Deadlines for receipt by Payment Services:</p> <p>(1) Invoices charged to State Funds (2) Invoices charged to Local Funds</p> <p>Invoices received after these deadlines will be charged to FY2022 budgets.</p>	<p>(1) Mon, 08.16.21 (2) Mon, 08.23.21</p>
<p>Travel</p> <p>(1) Travel Vouchers for approved essential travel completed through Sunday, August 22, 2021 must be turned in to the Travel office by: (2) Travel Vouchers for approved essential travel completed Monday, August 23 thru Tuesday, August 31, 2021 must be turned in to the Travel office by:</p> <p>Travel Vouchers received <u>after</u> deadlines will be charged to FY2022 budgets.</p>	<p>(1) Mon, 08.23.21 (2) Fri, 09.03.21</p>
<p>Receiving</p> <p>Departments should continue to create receipts in CP for goods and services received. All receiving entered into CP during the FY transition <u>must</u> be dated with the actual date of receipt. Please review all of your department's open PO's in CP to verify receipts have been created for items/services received.</p>	<p>Mon, 07.26.21</p>
<p>Perpetual Inventory Reportable to Internal Audit (Logistical Support and Student Health)</p> <p>(1) Physical count (2) Submittal to Finance</p>	<p>(1) Tues, 08.31.21 (2) Fri, 09.03.21</p>

Items received in these areas after the above-specified dates will not be processed. If there are any questions, please contact Jamie Larson, Jamie.Larson@lamar.edu.