

April 10, 2015

**MEMORANDUM**

**To:** All Administrators and Account Managers

**From:** Ruby Sherman, Vice President of Finance/Chief Financial Officer  
Patrick Johnson, Director of Procurement

**Re:** **FY2015 Collegewide Fiscal Year End Closing Notices – Reminder**

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Annually, the Offices of Business Services and Procurement notify the College community about financial closing processes and provide due dates for submitting materials.

**Account Managers** are the key to a successful fiscal closing since they ensure that: (1) the College can meet its legal, financial, and budgetary obligations; (2) unit accounts are allocated properly and appropriate documentation is submitted timely; and (3) the budget is accurate and consistent with financial records.

**The fiscal year-end close process applies to all funds with exceptions being made for requests for essential operations.** The final due date for requests for purchases of goods and services is **Friday, June 12, 2015**. Please see the attached schedule for other important year-end due dates.

Please share this information with appropriate members of your staff.

Attachment

cc: Office of Accounts Payable  
Office of Finance  
Office of Procurement

## Office of Procurement Fiscal Year 2015 Key Actions and Due Dates

Date	Subject	Instructions
<b>Friday April 17</b>	<i>Purchases that require approval from the Board of Trustees</i>  <i>Changes to Purchase Orders</i>	Submit purchase requisitions. (Major purchases must be reviewed by the Senior Vice President for Administrative and Fiscal Services prior to any procurement action.)  To change the value of purchase orders, use a Change Order Request form available at: <a href="http://www.montgomerycollege.edu/procure/">www.montgomerycollege.edu/procure/</a> .
<b>Friday June 12</b>	<i>All other purchases including purchases valued at less than \$10,000</i>  <i>Online Office Supplies</i>  <i>Ordering Business Cards and Stationery</i>  <i>Purchasing Card</i>	Final submission of all <b>FY2015</b> purchase requisitions. In addition, all submitted and approved online requisitions must be received by the Office of Procurement no later than June 12 <sup>th</sup> as well.  FY16 online requisitions should not be entered into Banner no sooner than July 1, 2015. In addition, those same FY16 online requisitions should not be entered until FY16 budgets have been uploaded in Banner. FY16 online requisitions must be entered in Banner <b>after</b> July 1 and <b>after</b> FY16 budgets have been loaded in Banner.  Place online supply orders to Rudolph's for office supplies.  E-mail Sena Wiles for information about ordering business cards, letterhead, and envelopes.  All P-Card activity is suspended during the period, <b>Friday, June 12 through Tuesday, June 30, 2015.</b>

**Purchase requests received in the Office of Procurement after June 12<sup>th</sup> will be processed on or after **July 1, 2015** as an **FY2016** encumbrance.**

**Please call the Office of Procurement on x75292 for additional information, e-mail [procure@montgomerycollege.edu](mailto:procure@montgomerycollege.edu), or visit our website at: [www.montgomerycollege.edu/procure](http://www.montgomerycollege.edu/procure).**

## Accounts Payable Office Fiscal Year 2015 Key Actions and Due Dates

Due Date	Subject	Action	Instructions
<b>Wednesday April 1 (ongoing)</b>	Closing Purchase Orders/Encumbrances	<p><i>Review open purchase orders to determine if any can be closed.</i></p> <p><i>Review FY2015 and any prior year open encumbrances.</i></p> <p><i>This process should continue throughout the year-end close process.</i></p>	<p>Complete the <b>close encumbrance request form</b> located at <a href="http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=25904">http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=25904</a></p> <p><b>If you are unable to attach the documentation in an email, please send by mail to: Accounts Payable Office</b></p> <p><b>Required Information</b></p> <ul style="list-style-type: none"> <li>▪ The purchase order number</li> <li>▪ The vendor name</li> <li>▪ The complete FOAPAL (fund, org, account, program, index) number to be charged</li> <li>▪ The amount remaining on the purchase order</li> <li>▪ Account Manager signature approval</li> <li>▪ <b>Detailed explanation and any supporting back-up documentation (copy of contracts, PO, etc.)</b></li> </ul>
<b>Monday June 15</b>	<p>Petty Cash Reimbursements and Local Travel Under \$25 Processed through the Cashier's Office.</p> <p>Request for Employee Reimbursements and Local/Long Distance Travel</p>	<p><i>Submit all <b>2015 petty cash</b> reimbursements under \$50 and local travel under \$25 to <b>cashiers</b> to ensure expenses are allocated in <b>2015</b>.</i></p> <p><i>Submit all such reimbursements through May 31<sup>st</sup> to the Accounts Payable Office by June 15<sup>th</sup>. Reimbursements for the month of June must be submitted by July 6<sup>th</sup> at the latest.</i></p>	<p><b>Campus Cashiers Office</b></p> <p><b>There are NO accruals of petty cash</b></p> <p><b>Accounts Payable Office</b></p>

## Accounts Payable Office Fiscal Year 2015 Key Actions and Due Dates

Due Date	Subject	Action	Instructions
<b>Tuesday June 30</b>	Maintenance and Service Contracts  <b>Continue to reconcile your accounts to ensure ALL invoices and reimbursements for FY15 are processed in the correct fiscal year.</b>	<i>Review all maintenance and service agreements with June 30<sup>th</sup> contract end dates. Create a new requisition to continue these contracts in <b>FY2016</b>.</i>  <i>Contact the vendor if you have not received an invoice.</i>	<b><u>IMPORTANT</u></b>  Forward all approved invoices and reimbursements for FY 2015 purchases received by 6/30/2015. If you are out on leave during this period, please ensure there is a staff person with account manager authority available to review and approve invoices.
<b>Tuesday July 7</b>	<b>Accruals</b>	<i>Forward accrual listings of all vendors from whom <b>FY2015</b> goods and services have been received by <b>June 30<sup>th</sup></b> but for which the College has not been invoiced, in order to ensure expenditures are posted to the proper fiscal year.</i>  <i>Check banner (finance system) to make sure invoices have not been paid before submitting the accrual listing.</i>	Complete the <b>Accounts Payable Accrual Request Form</b> located at <a href="http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=25904">http://cms.montgomerycollege.edu/EDU/Department2.aspx?id=25904</a> and <b>email accrual form and supporting documentation attached to: <a href="mailto:AccountsPayable@montgomerycollege.edu">AccountsPayable@montgomerycollege.edu</a></b>  <b>If you are unable to attach the documentation in an email, please send by mail to: Accounts Payable Office</b>  <b>In the subject line please type: <b>FY15 ACCRUALS</b>, and include the following information:</b> <ul style="list-style-type: none"> <li>▪ The complete <b>(fund, org, account, program, activity)</b> number to be charged</li> <li>▪ The dollar amount</li> <li>▪ The vendor's name</li> <li>▪ The purchase order number (if applicable)</li> <li>▪ Invoice or order number</li> <li>▪ Date goods received</li> <li>▪ Reason for the accrual</li> <li>▪ <b>Supporting back-up (estimate, quote, proforma invoice, contract, purchase order)</b></li> </ul>

## Accounts Payable Office Fiscal Year 2015 Key Actions and Due Dates

Due Date	Subject	Action	Instructions
<b>Wednesday July 22</b>	Update Account Manager account signing authorization form.	<i>Review your account manager listing and assigned budgetary account numbers for approval of invoices and purchases</i>	Complete an account manager change form for any new accounts, deletions or changes in primary or secondary account managers. The form is located on the Accounts Payable website. <a href="http://www.montgomerycollege.edu/Departments/obs/apforms.html">www.montgomerycollege.edu/Departments/obs/apforms.html</a>

**If you have any questions, please contact one of our Accounts Payable Staff:**

<b>Joanna Kong</b>	<b>Accounts Payable Lead</b>	<b>x75337</b>
<b>Joni Pontious</b>	<b>Accounts Payable Technician</b>	<b>x75311</b>
<b>Genell Reynolds-Taylor</b>	<b>Accounts Payable Technician</b>	<b>x77254</b>
<b>Jie Yang</b>	<b>Accounts Payable Technician</b>	<b>x75336</b>
<b>Yuk (Kimmie) Wong</b>	<b>Accounts Payable Technician</b>	<b>x75317</b>

**AP Mail Box:** [AccountsPayable@montgomerycollege.edu](mailto:AccountsPayable@montgomerycollege.edu)

**Fax# 301-545-0539**