

**ST. CLOUD STATE UNIVERSITY
BUSINESS SERVICES**

MEMO TO: Persons Responsible for Accounts
FROM: Jeff Wagner, Director of Business Services
SUBJECT: **YEAR-END SPENDING DEADLINES: FY 09**

Date: April 1, 2009

FOR ALL UNIVERSITY COST CENTERS

Please be advised of the following deadlines required to obligate funds in the current (FY 09) budgets. In an effort to streamline the spending deadline process, most dates below will be based on the dollars rather than object codes. The deadlines below affect ALL FUNDS HELD WITH THE UNIVERSITY. PCS requests are to be received in the Business Services **on or before** the dates listed below:

DEADLINES

Requests over \$25,000	May 1, 2009
Requests \$5,000 - \$24,999	May 14, 2009
Requests under \$5,000	June 18, 2009

Purchasing Cards will continue to work through the end of the Fiscal Year. **However**, we advise that you do not use your card after 6/22/09, to help ensure the vendor charges are posted by 6/30/09. No corrections or budget transfers will be allowed for purchasing card activity posted in FY10.

PROFESSIONAL/TECHNICAL CONTRACTS must be entered into PCS **prior to the event** and are included in the spending deadline dates.

On-Campus Services

Printing Services - Fine Printing	June 18, 2009
Printing Services - Duplicating	June 24, 2009
Printing Services - Paper Sales	June 24, 2009
Central Stores	June 24, 2009
Postage	June 24, 2009
Computer Store - In Store Supplies	June 24, 2009
NEW *Computer Store – Orders*	June 10, 2009

Travel

Travel completed prior to May 29, 2009	May 29, 2009
Travel completed between May 30 and June 30, 2009	July 9, 2009
Travel started before June 30 but completed after June 30, 2009	July 9, 2009

Note: IFO Professional Development travel fund balances in object code 2221 at the end of the fiscal year carry forward to FY 10.

After June 18th departments will still have the ability to view their existing orders in PCS but will not be able to process any new orders for fiscal year 2009.

If you anticipate a specific problem with any of the deadlines listed above, please call me at (8-4289) IMMEDIATELY so that special arrangements can be made, if possible. Thank you for your cooperation.