

**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 11**

Date: April 1, 2011

FOR ALL UNIVERSITY COST CENTERS

Please be advised of the following deadlines required to obligate funds in the current (FY 11) 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	April 29, 2011
Requests \$5,000 - \$24,999	May 13, 2011
Requests under \$5,000	June 10, 2011

Purchasing Cards will continue to work through the end of the Fiscal Year. **However**, we advise that you do not use your card after 6/21/11, to help ensure the vendor charges are posted by 6/30/11. No corrections or budget transfers will be allowed for purchasing card activity posted in FY12.

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 16, 2011
Printing Services - Duplicating	June 22, 2011
Printing Services - Paper Sales	June 22, 2011
Central Stores	June 22, 2011
Postage	June 22, 2011
Computer Store - In Store Supplies	June 22, 2011
NEW *Computer Store – Orders*	June 9, 2011

Travel

Travel completed prior to May 27, 2011	May 27, 2011
Travel completed between May 29 and June 30, 2011	July 7, 2011
Travel started before June 30 but completed after June 30, 2011	July 7, 2011

Note: IFO Professional Development travel fund balances in object code 2221 at the end of the fiscal year carry forward to FY 12.

After June 10th 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 2011.

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.