



East Georgia State College

THE UNIVERSITY SYSTEM OF GEORGIA

Business Affairs

131 College Circle

Swainsboro, Georgia 30401-2699

Phone (478) 289-2096 • Fax (478) 2038

www.ega.edu

Memorandum

Date: March 23, 2018

Re: Year End Cut Off Dates

Again, another fiscal year is almost over! FY18 ends on June 30. To help ensure a smooth close to the fiscal year, your cooperation with the adherence to these guidelines is greatly appreciated:

Travel:

Requests – Approved Travel Requests for travel occurring during the month of June must be submitted to Business Affairs – Fleet by close of business (COB) **June 1**.

Expenses – Approved Travel Expense Statements (including travel under Standing Travel Authorizations) must be received in the Business Affairs Office – Accounts Payable - by **COB Tuesday, June 26, 2018**. Processing of travel expenses received after this date will take place after July 1.

P-Card Transactions All P-Card purchases must be made by **COB May 24, 2018**. P-cards will be deactivated May 25, 2018 through July 2, 2018. Should an emergency arise that would require purchase via P-Card it will be handled only through the Purchasing Office. Please expedite the processing of May P-card statements; statements will be downloaded and distributed on May 28 and we request that you submit the transactions to us no later than May 31.

Departmental Requests Departmental requests using current available departmental budget funds must be submitted, approved and received in the Business Affairs Office – Purchasing - by **COB Friday, May 25, 2018**. You should closely monitor travel and equipment budgets and remember that unused budget funds in one department of your unit can be transferred to the operating budget of another department to fulfill operating needs. Transfer of funds should be requested via an email to Pam Adams (padams@ega.edu) with a cc: to Cliff Gay (cgay@ega.edu). In addition, enough budget funds should be available to cover month-end entries for May and June (postage, mileage, copies, paper, p card expenses). Departmental Requests may be held to ensure adequate funds to cover the month-end entries.

Remaining departmental budget funds at May 25 will be swept and will no longer be available for spending.

Petty Cash Expenditures **NO PETTY CASH WILL BE ADVANCED AFTER June 20, 2018.** All petty cash reimbursement requests, including receipts for advanced petty cash, must be submitted to the Business Office by **noon on Monday, June 25, 2018**.

Deposits All deposits (Cash/Checks) must be submitted to the Business Office by **COB on Tuesday, June 26, 2018**.

PLEASE KEEP THESE THINGS IN MIND:

- Think ahead NOW about any supplies or other operating costs your department/unit may need in May, June, and into the first of July
- Remember to allow for month-end budget charges of copies and postage for June
- Use the month of May to complete all of your departmental purchases for June
- The use of Petty Cash for “Emergency Purchases” will be limited and must be adequately justified
- Deadlines will be strictly adhered to
- Your cooperation is greatly appreciated. Should you have questions about any of these dates, please contact Michelle Goff at ext. 62096.

LET'S GET ASSOCIATED.