



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 6, 2020
Re: Year End Cut Off Dates

Another fiscal year is almost over! FY2020 ends on June 30. Adherence to the following submission dates and other guidelines will aid in a smooth close to the fiscal year.

Travel Requests – Submittal to Business Affairs of approved Travel Requests for travel occurring during June must be done by close of business (COB) **June 1**.

Travel Expenses – Approved Travel Expense Statements (including travel under Standing Travel Authorizations) must be received in the Business Affairs Office – Accounts Payable - by **COB June 23**. 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 22**. Deactivation of P-cards will occur from May 23 through July 1. The Purchasing Office will handle any emergency purchases that may arise requiring the use of the P-Card. 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 June 1.

ePro Requisitions No ePro requisitions will be accepted after Friday, May 22. Any fiscal year 2020 “carts” received after this date will be deleted. Requisitions for the fiscal year 2021 purchases will begin July 6.

Departmental Requests Departmental requests using current available departmental budget funds must be approved and received in the Business Affairs Office – Purchasing - by **COB Friday, May 22**. 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 Ashleigh Corley (arcorley@ega.edu) with a cc: to Pamela Adams (padams@ega.edu). Also, 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 on May 22 will be swept and will no longer be available for spending.

Petty Cash Expenditures **NO PETTY CASH WILL BE ADVANCED AFTER June 17.** All petty cash reimbursement requests, including receipts for advanced petty cash, must be submitted to the Business Office by **noon on June 22**.

Deposits All deposits (Cash/Checks) must be submitted to the Business Office by **COB on June 23**.

Banner: To ensure a clean close for the fiscal year ending June 30, 2020, **Banner will be unavailable beginning at 5:00 p.m. on Thursday, June 25 through Tuesday, June 30, 2020.** Banner will be available Wednesday, July 1, 2020.

PLEASE KEEP IN MIND:

- Think ahead NOW about any supplies or other operating costs your department/unit may need in May, June, and into 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
- There will be strict adherence to deadlines.
- Your cooperation is greatly appreciated. Should you have questions about any of these dates, please contact Sheila Wentz at 478-289-2380.

LET'S GET ASSOCIATED.

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