

Please distribute the following information within your divisions/areas, as appropriate.

Memo to: Administrative Council
From: Karen Lester, Comptroller
Date: May 12, 2020
Subject: **FY20 YEAR-END ACCOUNTING DEADLINES (ALL COST CENTERS)**

Please note the following important dates and accounting deadlines for FY20, which ends on Tuesday, June 30, 2020. Transactions that occur after the listed deadlines will be posted to FY21.

PURCHASE ORDERS

Last day to create a FY2020 PO or P/T contract June 12, 2020

An open encumbrance report will be furnished to cost centers indicating encumbrances that are still open. Please review and mark any encumbrances that should be canceled. Return the report by June 19th to Deanne Drummond in Business Services (drummond@mnstate.edu). FY20 encumbrances not canceled or paid by July 31st will carryforward into FY21.

PURCHASING CARDS

Last day for purchasing card transactions to be posted June 25, 2020

Please note merchants do not always post transactions the same day that goods/services are received.

ON-CAMPUS SERVICES

Last day for the following on-campus charges to be sent to Business Services June 26, 2020

Copiers
Postage
Bookstore
Production Services
IT Chargebacks
State Vehicle Mileage (Motor Pool)

TRAVEL/BUSINESS EXPENSE REIMBURSEMENT

Last day to submit reimbursement to Business Services for any travel July 2, 2020
that began/ended on or before June 30th.

STUDENT PAYROLL

Last day of student hours worked this fiscal year June 30, 2020
All remaining FY20 student payroll encumbrances will be cleared.

RECEIPTS

Last day cash and/or checks deposited with Business Services June 30, 2020