

**UNIVERSITY OF CENTRAL FLORIDA
FINANCE & ACCOUNTING
YEAR END PROCESSING GUIDELINES for DISBURSEMENTS
FOR THE FISCAL YEAR ENDING JUNE 30, 2015**

Please note the following information as you plan for the remaining expenditures this fiscal year.

A. PROCUREMENT CARD (PCARD)

1. Procurement cardholders may continue to use their cards throughout the month of June. Transactions that are available in UCF Financials through June 30, 2015 and approved online by June 26th will be charged to the current budget (FY 2015). **To ensure that your transactions are available to approve in UCF Financials by June 26th you will need to make the payment no later than June 19th.** All PCard transactions that are unapproved as of June 26, 2015, excluding transactions disputed with Bank of America, will be charged to the new fiscal year's budget (FY 2016). For Educational & General (E&G) PCard charges with June transaction dates, budget will be provided if the department has sufficient FY 2015 E&G funds and if the charges are received and approved online by July 8, 2015.
2. PCard approvers should tie PCard transactions to purchase orders (POs) only through June 26, 2015 to properly liquidate the PO. Approvers can resume linking PCard transactions to POs when the PO roll-over process is completed (anticipated date July 1, 2015).

B. TRAVEL PAYABLES (TP)

1. To ensure that payments are processed for the current fiscal year, Finance & Accounting must receive approved, corrected, and completed travel reimbursement packages and other payment documents by Wednesday, June 17, 2015 at 5:00 p.m. **F&A is not responsible for documents sent through campus mail and not received by the deadline.** F&A recommends that travel reimbursements and other payment documents be hand delivered to F&A by 5:00 p.m. on June 17, 2015 to ensure such documents are processed and charged to FY 2015 funds.
2. For all E&G travel completed by midnight June 30, 2015 and not paid in the current year, budget will be provided in the new FY 2016, as long as sufficient E&G funds are available from previous FY 2015.
3. Requests to close travel POs must be e-mailed to the Travel Payable processors and copy the Travel/PCard Manager (Cristy.Trask@ucf.edu). Please provide the **PO# & traveler's name** to expedite the closing process.

4. All departmental rolled-over blanket Travel POs for FY 2015 will be automatically closed if reimbursement vouchers on these blankets are not received at F&A by July 10, 2015.
5. Blanket travel requisitions for projects may be prepared for any period within the life of the project.
6. Do not process FY 2016 blanket travel requisitions for departments until July 1, 2015.
7. Blanket travel POs for departments or projects must be estimated to cover travel expenses for the period covered by the blanket PO. Please remember that blanket travel requisitions/purchase orders must be for at least \$100.
8. Travel requisitions will be sourced to travel purchase orders as long as the requisitions are correctly prepared, appropriately approved and submitted online by the departments on or before Friday, June 26, 2015. Travel requisitions with errors will be cancelled and closed. It will be necessary to resubmit these on July 1, 2015.
9. Please be aware that travel must be COMPLETED BY MIDNIGHT, JUNE 30, 2015 in order to be paid from current year funds. Travel completed after JUNE 30, 2015 will automatically be paid from the FY 2016 budget.
10. For E&G fund travel crossing two fiscal years, only one PO is required. The current fiscal year PO will be rolled (not closed) after the prepayments are processed and paid. Budget from the current fiscal year (FY 2015) if available will be added to the new fiscal year (FY 2016) to cover the outstanding encumbrances on the rolled travel POs, as long as the following criteria are met:
 - the E&G fund travel POs have prepayments processed and paid as of June 18, 2015. POs with no prepayments applied by this date will be closed.
 - the PO encumbrances must be for legitimate travel expenses expected to occur on or before December 31st.

C. VENDOR PAYABLES (VP)

1. To ensure that payments are processed for the current fiscal year, F&A must receive properly approved invoices by Wednesday, June 17, 2015 at 5 p.m. **F&A is not responsible for documents sent through campus mail and not received by the deadline.** Departments may want to hand deliver approved invoices and other payment documents if these cannot be sent via e-mail by 5:00 pm June 17, 2015 to be processed and charged to FY 2015 funds.
2. For all E&G goods and services received by June 30, 2015 but not paid in the current year budget will be provided in the new FY 2016, as long as sufficient E&G funds are available from previous FY 2015. Prior to the PO roll-over which starts on June 27, 2015, departments are responsible for notifying the Vendors Payable processors of the amount

that must be left encumbered on all blanket and regular POs, if the outstanding balances are different from what the UCF Financials show.

- **To decrease POs** – requests may be sent by e-mail to AP or Purchasing Buyers with a copy to the respective Vendor Payables processor.
 - **To increase POs** - departments must initiate online change order requisitions.
3. All departmental rolled-over blanket POs that end June 30, 2015 will be closed upon payment of the June 2015 invoice.
 4. Requests to close POs must be e-mailed to Vendors Payable processors and copy the Vendors Payable/Scanning Manager (Laura.Crouch@ucf.edu). Provide the **PO# & vendor's name** to expedite the closing process.
 5. Blanket requisitions for projects may be prepared for any period within the life of the project.

Finance and Accounting requests each area to review all department and project numbers under your management and strive to meet the above deadlines. For any questions or if you need additional help, please contact the Finance & Accounting office at 407-882-1000. Your assistance in meeting these deadlines is greatly appreciated.