

Date: May 31, 2018

To: ALL DEPARTMENTS

From: Debbie W. Farris, Director of Disbursements
Jeff Blundell, AVP For Financial Planning and Budgeting

RE: **DEADLINES FOR INVOICES FOR CURRENT FISCAL YEAR**

Our current fiscal year, FY 18, will close on June 30th. Please observe the following procedures:

- (1) All outstanding invoices should be sent to the Disbursements Office promptly so that payment can be made out of our current fiscal year budget.
- (2) **INVOICES IN THE AMOUNT OF \$1,000.00 OR MORE**
 - * must be dated no later than June 30, 2018
 - * must be received in the Disbursements Office by July 9, 2018 in order to be included in FY'18.
 - * **Purchase Order** requests must be received in the Budget Office prior to **June 8th** in order to allow processing time.
 - * Remember if the supplies are not in hand and invoiced by June 30th all open purchase orders will roll into FY 19 expense.
- (3) **INVOICES LESS THAN \$1,000.00** must be received in Disbursements by June 30, 2018 in order to be processed in the current fiscal year.
- (4) Requests or technology quotes must be received in OIT prior to June 4th in order to allow for processing time.
- (5) Purchase Orders for the new fiscal year can be prepared at any time. Please note on the P.O. that it is for FY '19 and caution the vendor to neither ship nor bill before July 1st.
- (6) Please notify the Budget Office if you have any open Purchase Orders that need to be closed at LTindall@Rider.Edu.

Thank You.