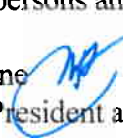




University at Buffalo
The State University of New York

Office of the Controller
University Services

TO: Vice Presidents, Deans,
Directors, Chairpersons and Department Heads

FROM: Michael F. LeVine 
Associate Vice President and Controller

DATE: March 12, 2009

SUBJECT: **Fiscal Year Ending June 30, 2009**

As the fiscal year end approaches please consider the information provided in the attached schedules.

Schedule A, *Financial Transaction Cut-Off Dates*, provides a listing of State financial transaction deadlines. In an effort to provide the campus with timely year end financial information, deadlines noted on this attachment will be strictly enforced. Therefore, please reconcile your accounts in a timely manner and follow up with vendors on any outstanding invoices which may exist. In addition follow up with Procurement Services (645-2676) for instances where encumbrances may be cleared/rolled forward to the next fiscal year.

Schedule B, *Year End Payrolls* shows the anticipated distribution of State payroll expenditures per pay period by payroll agency. SUNY will release the official payroll cutoff dates in early June.

Please note the dates indicated in the attached schedules are applicable for all State Operating, Endowment and Income Fund Reimbursable accounts. Both year end schedules will be available on the UBBusiness website at <http://ubbusiness.acsu.buffalo.edu/ubb/cfm/policies/index.cfm>.

For additional questions or concerns please contact the individuals listed on the schedules.

cc: Satish K. Tripathi, Ph.D.
Provost and Executive Vice President for Academic Affairs

James A. Willis, Ph.D.
Executive Vice President for University Support Services

University at Buffalo
State Financial Transaction Cut-Off Dates for the
Fiscal Year Ending June 30, 2009

All Transactions must be received by the payment or processing unit by the following cut off dates:

| <u>TYPE OF TRANSACTION</u> | <u>CUT-OFF DATE</u> | <u>REFER QUESTIONS TO</u> |
|--|----------------------------|--|
| ALL PURCHASES | | |
| • Commodities and Services over \$20,000 | May 1, 2009 | John Grabowski, jwgl@buffalo.edu 645-5000 ext. 1179 |
| • Staples System Contract \$0-\$19,999 | May 29, 2009 | Renee Braun, rbraun@buffalo.edu 645-5000 ext. 1190 |
| • Commodities and Services \$0-\$19,999 | May 29, 2009 | John Grabowski, jwgl@buffalo.edu 645-5000 ext. 1179 |
| • Procurement Card Purchases | June 30, 2009 | Angie Rzeszut, rzeszut@buffalo.edu 645-5000 ext. 1181 |
| <i>Services must occur in the fiscal year in which they are paid.</i> | | |
| <i>For confirming received orders processed between June 1-June 30, 2009, please enter a note on the transaction requesting the transaction be charged to the 2008/2009 fiscal year.</i> | | |
| POSTAGE REQUISITIONS | June 19, 2009 | Florence Prine, fkp@buffalo.edu 645-5000 ext. 1189 |
| BUDGET REVISIONS | June 19, 2009 | Deborah Schmigiel, ds84@buffalo.edu 645-5000 ext. 1317 |
| INTERNAL SERVICE UNITS | | |
| • University Facilities | June 30, 2009 | Rose Tucker, rtucker@buffalo.edu 645-2028 ext. 295 |
| • Central Stores | June 30, 2009 | Mary Barabasz, barabasz@buffalo.edu 645-2028 ext. 543 |
| • CIT – Academic Services | June 30, 2009 | JoAnn Greenzweig, greenz@buffalo.edu 645-3558 |
| • CIO/CIT – Budget Services | June 30, 2009 | Janet Berlinghoff, berling@buffalo.edu 645-3621 |
| • University Print Services | June 30, 2009 | Ron Phillips, rmp@buffalo.edu 829-3528 |
| • Campus Mail Services | June 30, 2009 | SueAnne Hanrahan, hanrahan@buffalo.edu 645-2745 |

All Transactions must be received by the payment or processing unit by the above cut off dates.

University at Buffalo
State Financial Transaction Cut-Off Dates for the
Fiscal Year Ending June 30, 2009

| <u>TYPE OF TRANSACTION</u> | <u>CUT-OFF DATE</u> | <u>REFER QUESTIONS TO</u> |
|---|---------------------|---|
| PROCUREMENT CARD RECONCILIATION | July 31, 2009 | Angie Rzeszut, rzeszut@buffalo.edu 645-5000 ext. 1181 |
| <i>All PCard billing cycles up to and including the June 2009 cycle must be reconciled/certified.</i> | | |
| REIMBURSEMENT REQUESTS | | |
| • Travel Vouchers | July 31, 2009 | Heidi Retzer, hretzer@buffalo.edu 645-5000 ext. 1349 |
| <i>For travel beginning 2008/2009 and ending in 2009/2010 please indicate budget year to be charged on the travel voucher.</i> | | |
| • Personal Reimbursement (under \$250) | July 31, 2009 | Shawn Diehl, smdiehl@buffalo.edu 645-5000 ext. 1339 |
| • Personal Reimbursement (\$250 +) | July 31, 2009 | Florence Prine, fkp@buffalo.edu 645-5000 ext. 1189 |
| <i>All Personal reimbursement purchases must be dated prior to June 30, 2009 to be charged to the 2008/2009 fiscal year.</i> | | |
| EXPENDITURE TRANSFER REQUESTS | | |
| • Personal Service and Temporary Service | July 31, 2009 | Tricia Canty, tscanty@buffalo.edu 645-5000 ext. 1347 |
| • OTPS | July 31, 2009 | Mark Mariglia, mm293@buffalo.edu 645-5000 ext. 1336 |
| REVENUE TRANSFERS | July 31, 2009 | Sean Gardner, spg1@buffalo.edu 645-5000 ext. 1351 |
| ACCOUNTS PAYABLE / FAST TRACK | | |
| • Receivers Over \$1,500 | August 14, 2009 | Elaine Marks, ejmarks@buffalo.edu 645-5000 ext. 1040 |
| • Invoices | August 14, 2009 | Elaine Marks, ejmarks@buffalo.edu 645-5000 ext. 1040 |
| <i>It is unlawful to authorize the payment of goods or services prior to their receipt. Fiscal year cut-offs do not apply to purchases made utilizing capital funds. Receivers are not required for orders less than \$1,500.</i> | | |
| • Speed Orders (invoices dated prior to 7/1/09) | August 14, 2009 | Patricia Hambridge, pah@buffalo.edu 645-5000 ext. 1180 |

University at Buffalo
Year End State Payrolls *
Fiscal Year Ending June 30, 2009

STATE REGULAR SALARIED – PAYROLL AGENCY 28030 (26 PAY)

Pay period 6, distributed 7/8/2009 will be charged 40% to 2008/2009 and 60% to 2009/2010.
Pay period 7, distributed 7/22/2009 will be charged 100% to 2009/2010.

STATE REGULAR SALARIED – PAYROLL AGENCY 28030 (21 PAY)

Pay period 5, distributed 6/24/2009 will be charged to 2008/2009 (last check for fiscal year).

STATE BIWEEKLY – PAYROLL AGENCY 28030 (20 PAY)

Pay period 4, distributed 6/10/2009 will be charged to 2008/2009 (last check for fiscal year).

STATE HOURLY (NON STUDENT) EMPLOYEES – PAYROLL AGENCY 28040

Pay period 6, distributed 7/8/2009 will be charged to 2008/2009.
Pay period 7, distributed 7/22/2009 will be charged to 2009/2010.

STATE STUDENT ASSISTANT – PAYROLL AGENCY 28031

Pay period 6, distributed 7/2/2009 will be charged to 2008/2009
Pay period 7, distributed 7/16/2009 will be charged to 2009/2010

GRADUATE ASSISTANT AND TEACHING ASSISTANT – PAYROLL AGENCY 28039

Pay period 6, distributed 7/8/2009 will be charged 40% to 2008/2009 and 60% to 2009/2010.
Pay period 7, distributed 7/22/2009 will be charged 100% to 2009/2010.

UNION PAYROLL – PAYROLL AGENCY 28032

Pay period 6, distributed 7/8/2009 will be charged to 2008/2009.
Pay period 7, distributed 7/22/2009 will be charged to 2009/2010.

STATE OVERTIME AND HOLIDAY PAY VOUCHERS

Pay period 6, distributed 7/8/2009 will be charged to 2008/2009.
Pay period 7, distributed 7/22/2009 will be charged to 2009/2010.

SUMMER SESSION

Pay period 6, distributed 7/8/2009 will be charged to 2008/2009.
Pay period 7, distributed 7/22/2009 will be charged to 2009/2010.

Retroactive payments will be charged to the fiscal year associated with the payment date. For example a payment anticipated to be paid on payroll 6 but not actually paid until payroll 7 will be charged to the 2009/2010 fiscal year.

* SUNY plans to issue year end payroll distribution information sometime in early June. Therefore, these distributions are estimates and subject to change. You will be notified if a change does occur.

For questions regarding payroll dates, please refer to Karen Bauer, 645-5000 x1217 kbauer2@buffalo.edu.
For questions regarding specific transactions and accounting, please refer to Trisha Canty, 645-5000 x1347 tscanty@buffalo.edu