



**PennState**

**INTEROFFICE CORRESPONDENCE**  
**Accounting Operations**

Date: April 23, 2018

From: Joseph R. Jones, Director Accounting Operations  
Duane Elmore, Director Procurement Services

To: Heads of Departments  
Campus Directors of Business Services  
Financial Officers

Re: Carryforward Policy and Year-End Closing Guidelines

As in the past, guidelines must be set to ensure that the accounts of the University are properly and timely closed for the **2017-18** fiscal year. Your cooperation in observing these dates will be most appreciated. The attached table lists all the critical deadlines as established by Purchasing Services and Accounting Operations.

Please note the carryforward policy:

eBuy+ purchase orders that are open as of **June 30th** will be funded in the new fiscal year (these orders may be identified by an 8-digit purchase order number). The Financial Officer will return the funds directly to any account with an open PO encumbrance carried over to the new fiscal year when this funding is released.

Open eBuy+ purchase orders will not be considered part of the 8% carryforward limitation currently in place. Undesignated carryforward, not related to open purchase orders, will be returned in full to the budget executives.

The carryforward policy was implemented to reduce the amount of unwise spending decisions that appear to have occurred in the past, with a rush to not only initiate, but to pay and close open purchase orders by year-end. The current policy encourages good stewardship by allowing units to use their funds wisely to make financially responsible purchasing decisions at year-end.

Please note that in order for an eBuy+ purchase order to be encumbered in fiscal year **2017-2018**, purchase requisitions greater than/equal to \$10,000.00, requiring competitive bidding or price justification, must be to Purchasing Services by **May 30th at 3:30 p.m.** Exceptions will be handled after that date, but time and workload will not allow for an undue number of exceptions and delivery cannot be guaranteed. Purchase requisitions for fiscal year **2017-2018** less than \$10,000.00 must be completely through the departmental approval path and waiting for the Purchasing Central Desk by **June 20th at 3:30 p.m.**

If a preauthorized catalog order (or direct bill catalog order) is placed, shipped, and invoiced prior to **July 1, 2018**, the charges will be applied to the fiscal year **2017-2018** budget regardless if fiscal year **2018-2019** was selected when the requisition was entered.

Questions about the carryforward policy, and how your unit can assure that year-end spending is done wisely and efficiently, can be directed to your Financial Officer.

Thank you for your cooperation.

cc: David Gray  
John Papazoglou  
Joe Doncsecz

## YEAR-END CLOSING GUIDELINES FOR 2017-2018

<b>May 7, 2018 (Monday)</b>	All Standing Order requests for 2018-19 fiscal year must be received by Purchasing Services <b>no later than May 7, 2018</b> to allow sufficient time for review and processing. Exceptions will be handled after that date, but priority will be given to those received by May 7, 2018.
<b>May 30, 2018 3:30 p.m. (Wednesday)</b>	2017-18 purchase requisitions $\geq$ <b>\$10,000.00</b> , requiring competitive bidding or price justification, must be to Purchasing Services by <b>May 30 at 3:30 p.m.</b> Exceptions will be handled after that date, but time and workload will not allow for an undue number of exceptions and delivery cannot be guaranteed.
<b>June 20, 2018 3:30 p.m. (Wednesday)</b>	Foreign invoices due in Purchasing Services to be charged to 2017-18 fiscal year. 2017-2018 purchase requisitions $<$ <b>\$10,000.00</b> must be completely through departmental approval path and waiting for the Purchasing Central Desk by <b>June 20 at 3:30 p.m.</b> Requisitions for the new fiscal year are to be identified with 2018-19.
<b>June 21, 2018 (Thursday)</b>	General Stores eBay Orders must be through the order entry process by <b>June 21 at 3:30 p.m.</b> to be processed and billed against the 2017-18 fiscal year.
<b>June 22, 2018 (Friday)</b>	Goods delivered and services rendered through this date are chargeable to the 2017-18 budget, <b>including General Stores eBay Orders</b> . Please contact Purchasing Services to assure that invoices are received and processed as soon as possible <b>for items received through June 22</b> . All payments after year-end will be reviewed for proper inclusion in the 2017-18 fiscal year – applicable items will be charged to 2017-18.
<b>July 3, 2018 (Tuesday)</b>	eBay invoice confirmations and Limited Orders for 2017-18 business, provided the material has been received by <b>June 30th</b> , are due in Purchasing Services. <b>The Pay by Exception process for invoices under \$5,000 should be complete as well.</b> After this date, open 2017-18 Purchase Orders will be transferred as an encumbrance against 2018-19 budgets. If you wish to cancel a Purchase Order, notify Purchasing Services <b>by use of a Purchase Order Change Form</b> (due July 3rd as well). Departmental Invoices for 2017-18 must also be processed.
<b>July 9, 2018 (Monday)</b>	The following must be processed: <ul style="list-style-type: none"> <li>• Non-routine Budget Amendments for 2017-18</li> <li>• Paper JV Requests for 2017-18</li> </ul> <p>Electronic SRFC's (backup required) chargeable to 2017-18 must be awaiting Central Desk approval in Accounting Operations. Please note: If paper backup is not received in Accounting Operations by 5:00 p.m. the form will be rejected.</p> <p>Employee Reimbursement System (ERS) forms must be in "Processing Payment" status to be processed in the 2017-18 fiscal year.</p>
<b>July 10, 2018 (Tuesday)</b>	New Year (2018-19) ERS forms can be processed on this date but will not be posted to IBIS until July 12, 2018. Electronic SRFC's (no backup required) for 2017-18 must be through the departmental approval and waiting for the Central Desk approval by <b>4:30 p.m.</b>
<b>July 10, 2018 (Tuesday)</b>	The following Electronic forms with no Central Desk approval must be completely processed: <ul style="list-style-type: none"> <li>• Electronic Cash Reports (ROCR) for 2017-18</li> <li>• Travel Expense, Group Meal, and Petty Cash SRFC's for 2017-18</li> <li>• IDCC's for 2017-18</li> <li>• Ecommerce Cash Postings (RECR) for 2017-18</li> </ul> <p>Purchasing card transactions for 2017-18 must be completely processed.</p>
<b>July 11, 2018 (Wednesday)</b>	JVDP's & JVCN's for 2017-18 must be through the department approval path and waiting for the Central Desk approval by <b>4:00 p.m.</b> Payroll transfers (PYTR) and JTDP's for 2017-18 must be completely processed by this date at <b>4:00 p.m.</b> Routine Budget Amendments for 2017-18 must be completely processed by <b>5:00 p.m.</b> New Year (2018-19) SRFC's can be processed on this date but will not be paid until July 13, 2018.