It is time once again to plan for our year-end closing. Attached is a list of final cut-off dates for processing documents for fiscal year 2009-2010. Please take special note of the closing dates on the schedule and plan ahead. Your cooperation with the Controller’s Office, Budget, and Procurement Services is greatly appreciated.

Preliminary June reports will be available on E-print and SSB Tuesday, July 13th. Please examine this information closely and submit corrections or adjustments to the Controller’s Office by Thursday, July 15th. For Budget and Purchasing corrections please follow the attached schedule.

SB 03-197 mandates all monthly paid June payrolls to be disbursed on the first working day of the next month or July. This year for the June 30th payroll your paychecks or direct deposits will be available Thursday, July 1st. June payroll expenditures will be reported in FY 2010; however, the disbursement of cash including paychecks and direct deposits will be on Thursday, July 1st. Please call payroll (X3251) for more information.

For further clarification or for any questions related to this year end schedule you can contact:

Vicki Nichol-Budget: X3763
John Kane-Procurement Services: X3972
Controller’s Office:

Roger Cusworth – Extension TBA

Jinous Lari - Any questions or concerns: X3262

Marshall Mahlum - Payroll: X3266

John Coder (X3272) and Patti Nichols (X2427) - ISSV, Fixed Assets, Capital Projects.

Michelle Hancock - Cash receipts, Petty cash audit: X3410

Nate Grimm (X3448) and Jim Blanchard (X3976) - Chart of Accounts, IDC returns, Transfer Journal Entries, and Financial Reports.