



Office of the Vice President of
Finance and Administration
11000 University Parkway
Pensacola, FL 32514

MEMORANDUM

February 2, 2023

TO: All University Departments

FROM: Betsy Bowers
Vice President

SUBJECT: Fiscal Year-End Timetables Deadlines 2022-23

DocuSigned by:
Betsy Bowers
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As in previous years, this memorandum will serve the purpose of notifying the campus community about fiscal year-end deadlines. All of the University's funding sources are included. Due to the nature of Sponsored Research activity, exceptions will be made to established deadlines as necessary.

All requests must be submitted by the close of business (unless otherwise indicated) on the various dates listed below.

Facilities Planning & Construction – Friday, February 24, 2023:

Requests for projects to be completed during the summer must have the Project Request Form fully executed. The project request form can be accessed via the "Facilities Project Request Form" tile on MyUWF.

Telecommunications - Friday, June 16, 2023:

Departmental charges for telephone services will be closed out.

Copy Services - Friday, June 16, 2023:

Charges for copy machines will be closed out.

Postal Services - Friday, June 16, 2023:

Departmental charges for postage will be closed out.

Facilities Maintenance - Friday, June 23, 2023:

Departmental charges for work orders will be closed out.

Procurement & Contracts:

Purchase Requisitions – Friday, April 28, 2023 (see exception):

Submission of **non-bid** General Revenue (110000) and Carry Forward (110001) purchase requisitions with appropriate funding by Friday, April 28, 2023, will allow Procurement to encumber these requisitions in the current fiscal year budget. All proper backup documentation **must** accompany requisition(s). **Exception: If the General Counsel's Office needs to review any contract or agreement related to a purchase request (requisition or PCard), please submit contract/agreement to <https://jira.uwf.edu/secure/Dashboard.jspa> NLT Friday, April 28, 2023 to allow for the entire contract routing process to take place and authorized signatures to be obtained.**

The **recommended** submission dates of **bid** General Revenue (110000) and Carry Forward (110001) purchase requisitions with appropriate funding to ensure encumbrance in the current fiscal year are as follows:*

office 850.474.2210

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Year-End Deadlines 2022-23

Page 2

- Requisitions of \$75,000 or more requiring a formal proposal (RFP or an ITN) (solicitation process can take a minimum of 60-120 days) - **Friday, February 17, 2023**
- Requisitions of \$75,000 or more requiring a formal bid (ITB) (solicitation process can take a minimum of 60-90 days) - **Friday, February 24, 2023**
- Sole Sources of \$75,000 or more require 72 hours of posting before a contract, Purchase Order, or PCard expenditure can take place – **Friday, April 28, 2023**

*These dates have been established based on historical experience and contain enough cushion to allow for the resolution of unanticipated problems, which may arise in these processes. These dates should serve as guidelines only. Bid requisitions received beyond these dates **may** result in encumbrance before the end of the current fiscal year, particularly if:

- funding is already established for the goods and/or services
- a final Scope of Work is determined
- an evaluation committee has been created, if applicable
- posting dates allow for award in current fiscal year

Controller's Office:

Thursday, June 15, 2023:

- Petty Cash reimbursements must be submitted to Controller's Office.
- Direct Pay Requests must be submitted to Controller's Office.
- Requests for payment against Purchase Orders must be submitted to Controller's Office.
- Last day to process payroll history transfers for current year E&G funds.
- All receipt corrections and requests for revenue refunds must be received in Student Accounts and Cashiers.
- Invoices for external vendors generated via the UWF Invoicing System and changes to outstanding invoices must be received in Student Accounts and Cashiers.
- All accounts receivable entries entered by departments should be completed.

Thursday, June 22, 2023:

- Journal entries must be submitted to the Controller's Office.
- Foundation journal entries must be submitted to the Foundation by Monday, June 19, 2023.

Thursday, June 22, 2023:

- Travel Expense Reports (TERs) ***approved by all required approvers*** in Concur as of June 22 "End of Business" (EOB), 5:00 PM (CT) will be charged to current fiscal year budget. The Controller's Office staff reviews and approves TERs after the Cost Object Approval and Supervisor approval is complete. Travel Expense Reports approved by all required approvers after June 22 may be charged to the FY23-24 budget.

Thursday, June 29, 2023:

- Last scheduled day to process accounts payable checks.

Thursday, June 29, 2023:

- PCard Expense Reports ***approved by all required approvers*** in Concur as of June 29 "End of Business" (EOB), 5:00 PM (CT) will be charged to current fiscal year budget. PCard Expense Reports approved by all required approvers after June 29 will be charged to the FY23-24 budget.

Budget Office - 3:00 p.m., Friday, June 30, 2023:

All budget transfers for all funding sources except the Sponsored Research Trust (SRT) funds must be received.

Your cooperation in complying with these deadlines will assist in ensuring a successful year-end close and will be greatly appreciated.

cc: President Saunders
Vice Presidents
Deans