

**TO:** Faculty and Staff  
**FROM:** Kyle Bernard, Controller and Director of Financial Services  
**RE:** 2017 Fiscal Year End Processing and Cut-off Dates  
**DATE:** April 26, 2017

Please review the following guidelines for the May 31, 2017 fiscal year end close of the College's financial records. You are encouraged to submit expenses, travel reports, etc., in advance of the deadlines. If you have any questions or a situation that requires special attention, please call our office at extension 5820.

### Purchasing

- Final purchase requisitions for 2016-17 purchases (prefix "17") should be submitted to the Office of Purchasing Services by Friday, May 5, 2017.
- Purchase requisitions for fiscal year 2017-18 should not be generated until June 1, 2017. If there is a need to create a purchase order for the 2017-18 fiscal year prior to June 1, please use a standard purchase requisition with a prefix of "18".

### P-Cards

- Purchasing cards (P-Cards) may be used for 2016-17 fiscal year purchases through May 31, 2017. They may also be used for 2017-18 fiscal year purchases beginning May 15, 2017. In order to facilitate the proper charging of P-Card transactions between fiscal years, the PASS system will have a check box for you to indicate the appropriate fiscal year to be charged. The ability to charge items to fiscal year 2016-17 will end in PASS on Friday, June 9, 2017.

***Goods received by the College or services provided to the College ON OR BEFORE May 31, 2017 are charged to Fiscal 2017 (regardless of when the vendor is paid).***

***Goods received by the College or services provided to the College AFTER May 31, 2017 are charged to fiscal year 2018 (regardless of when it was ordered).***

### Check Requests

- All check requests for items purchased prior to May 31, 2017 must be submitted to the Accounts Payable Office by Tuesday, June 6, 2017. Please note "2016-2017" on the check request forms submitted in June for expenses that should be charged to fiscal year 2016-17.
- Check requests for items purchased through April 30, 2017 should be submitted to the Accounts Payable Office by Tuesday, May 2, 2017.

### Travel Expenses

- All travel expense reports for trips taken prior to May 31, 2017 must be submitted by Tuesday, June 6, 2017. Any travel that occurs AFTER May 31, 2017 will be charged to Fiscal 2018.
- Travel expense reports for trips taken through April 30, 2017 should be submitted to the Accounts Payable Office by Tuesday, May 2, 2017.
- For cash advances, related expenses will be recorded in the fiscal year that the trip was taken (regardless of the fiscal year that the cash was received).
- If your travel schedule conflicts with this deadline, please call us (x5820) to make appropriate arrangements.

### Journal Entries / General Ledger Inquiries

- Journal entry requests and questions regarding transactions should be directed to Jennifer Barthelmas (Capron) (x5828 or jcapron@skidmore.edu) prior to June 9, 2017. Please review your Fiscal 2017 departmental information through GL Viewing prior to this time.