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TO: Directors, Department Heads, and Administrators

FROM: Carlton Spellman, Vice President for Business and Finance

DATE: August 13, 2023

SUBJECT: Fiscal Year FY 23 Closing - Important Dates

As we approach the end of the fiscal year; this memo provides information about the year-end closing process and related schedule that will affect departmental purchasing activities. Thank you in advance for your cooperation in helping to ensure a timely, and accurate closing.

Final Requisition submission Deadline

- Final Date is **August 21, 2023**
- Requisition must be fully approved in BANNER
- Ordered items must be received by the University within FY 23 Fiscal Year.
 - Orders must be received and invoiced by **September 22, 2023**
 - Requisitions utilizing *State Funds* (Fund 10001) that will not arrive or be invoiced by September 22nd will not be processed into a Purchase Order. Ex. *Equipment that will arrive November 2023.*

Request for Purchase Order roll-over:

- Departments wishing to roll purchases orders over must submit a valid request to the purchasing department for consideration no later than **September 15, 2023.**
- A Purchase Order Rollover Request template will be required for submission. (*Template will be distributed at a later date with qualifying information*).
- Orders not approved to roll forward will be cancelled and require a new requisition out of the department's FY 24 budget.

Petty Cash / Change Funds

- All University issued petty cash and change funds must be returned to the finance office, reconciled with proper documentation and receipts, by **September 15, 2023.** A new change fund will be issued the first week in October. There may be some exceptions, please contact Comptroller, Charles Frazier.

Thank you in advance for adhering to the timelines listed within this document. Please contact Jeffrey Robinson at Jeffrey.robinson1@aamu.edu.