



Policy: Year-End Purchasing Cutoff Procedures	Policy No:
Policy Owner(s): Purchasing and Accounts Payable	Original Date: 3/17/2016
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- I. **POLICY:** John Carroll University provides faculty and staff employees the option of making payments for purchases of University-related goods and services with the purchasing card (P-Card) or through accounts payable. This policy describes the purchasing cut-off procedures to be followed at the end of the University’s May 31 fiscal year.
- II. **PURPOSE:** To ensure University-related purchases of goods and services are applied against the appropriate fiscal year budget and are recorded consistent with generally accepted accounting rules.
- III. **SCOPE:** All faculty and staff employees of John Carroll University.
- IV. **PROCEDURES:**
 - A. Accounts Payable
 - 1. Purchased goods and services physically received **on or before May 31** of the current fiscal year (including purchases made with P-Card) will be charged against the current fiscal year budget.
 - 2. Invoices for goods or services (including P-Card transactions) received **after May 31** of the current fiscal will be applied against the next fiscal year’s budget.
 - 3. All invoices for current fiscal year activity must be submitted to Accounts Payable for payment **within the first 10 business days of June**. After that time, all invoices will be processed as part of the next fiscal year budget (also see expense accrual procedure below).
 - B. Purchase Requisitions/Purchase Orders
 - 1. The cutoff date for all purchase requisitions for the current fiscal year budget is the **second Friday in May**.
 - 2. Purchase requisitions received after that date will be processed as part of the next fiscal year budget. (Note: Purchase requisitions for “emergency”

items will be considered on a case-by-case basis. Please contact the Purchasing Office directly for instructions.)

3. Only those requisitioned items physically received **on or before May 31** will be charged against the current fiscal year budget.

C. Travel Reimbursements

1. Requests for travel reimbursements (for travel completed before June 1) must be submitted to Accounts Payable **within the first 10 business days of June**. After that time, all reimbursement requests will be processed as part of the next fiscal year (also see expense accrual procedure below).
2. Travel that will occur during the next fiscal year can be charged to the current fiscal year budget under the following limited circumstances:
 - a) Registration payments for seminars or similar events **to be held after May 31** can be charged to the current fiscal year budget if the registration payment **is due prior to June 1**.
 - b) Airline tickets **purchased before June 1** for travel in the next fiscal year can be charged to the current fiscal year budget as long as the advance purchase results in a discounted airfare.
 - c) Deposits to hold hotel rooms **paid before June 1** for travel in the next fiscal year can be charged to the current fiscal year budget.

D. Travel Advances (Athletics)

1. Travel advances issued for any travel occurring through May 31 must be settled **during the first 10 business days of June**. (Note: the normal 30 day travel advance settlement period does not apply to advances issued in the later part of May.)
2. If possible, excess travel advance monies should be deposited with the cashier **prior to June 1**.

E. Petty Cash

Departments maintaining petty cash funds must turn in all receipts for reimbursement **one week prior to May 31**.

F. Expense Accruals

All information or requests concerning expense accruals (i.e., unpaid vendor invoices or travel expense reimbursements) for the current fiscal year must be sent to the Business Office with appropriate documentation **within the first 10 business days of June**.

V. GENERAL:

- A. As always, all purchases must be made in accordance with the University's Purchasing and P-Card Policies.
- B. The processing of any transaction is subject to the availability of budgeted funds. In situations where existing funds are inadequate, the transaction may be held for processing against the next fiscal year budget, or may be returned to the originator for resolution.
- C. Please contact the Purchasing Office (ext. 3025 or 4275) or Accounts Payable (ext. 4440) with any questions regarding these procedures.