

# Memo

Department of Financial Resources  
MADISON AREA TECHNICAL COLLEGE

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**TO:** All MATC Staff  
**FROM:** Ryan L. Liebert, Controller  
**DATE:** April 6, 2007  
**RE:** 2006-07 Fiscal Year-End Processing Deadlines

To assist you in planning for the end of the current fiscal year (FY), and to ensure that transactions are recorded in the appropriate fiscal year, the following deadlines are provided.

<u>Purchase Type</u>	<u>Last Date</u>
Any <i>general or capital</i> purchase orders that are not project, grant or contract funded.	June 15
Any orders to be requested from <i>standing</i> purchase orders. (Note: Standing POs are only good until June 30, 2007. <b>All standing POs will be cancelled on June 30, 2007.</b> You MUST issue new standing POs for FY 07-08, dated July 1, 2007.)	June 15
Supply order from District Stores, OfficeMax, Office Depot or Staples.	June 15
Purchase orders for new building construction or major remodeling.	June 22
All purchases using the P-Card that are not project, grant or contract funded. Vendors should be told they must charge the card immediately. Any charges that post to your credit card on or after July 1, 2007 will be 2007-08 FY purchases. (Note: The P-Card CANNOT be used between June 23 and June 30)	June 22
Any <i>project or grant</i> funded purchase order or P-Card purchase charged to the following funds: 201 – Projects & Grants 301 – Project & Grant Equipment 701 – Grants & Contracts	May 18
Any <i>contract</i> funded purchase order or P-Card purchase charged to the following funds: 202 – 38.14 Contracts 203 – 118.15 Contracts 205 – Private Grants & Contracts	June 22

Technology Services hardware/software requests for all purchases  
—including project and non-project funded purchases.

May 11

**Any orders processed or received after the above dates will be considered a FY 2007-08 request and will not be processed until after July 1, 2007.**

**2007-08 Purchase Orders**

Purchase orders for FY 2007-08 cannot be entered until after the budget is approved by the Board. A separate notice will be sent notifying you when this functionality is available.

**Accounts Payable**

All bills to be paid related to FY 2006-07, including Travel Claims and Consultant Fees.

**Last Date**

July 20

Invoices to be paid against standing POs from FY 2006-07

July 20

**Any invoices received after the above dates will be considered an FY 2007-08 expense and will not be charged against the FY 2006-07 budget.**

DTEC Parking reimbursements

July 16

**Any DTEC Parking reimbursement claim received and approved after July 16<sup>th</sup> will not be paid.**

**Supplementary Payroll Items**

The deadline for supplementary payroll entries for 2006-07 pay (hours worked prior to July 1, 2007).

**Last Date**

July 11

ALL BILLS AND PAYROLL FORMS RELATING TO FY 2006-07 MUST BE **RECEIVED** BY THE ABOVE DATES.

Items relating to FY 2006-07 received after these dates will not be processed. Non-adherence with the above deadlines may result in inaccurate budgets, loss of grant reimbursements, or audit findings. Please note that exceptions to the above only can be granted with approval from your dean/administrator and the Controller. A written memo is required to explain the necessity for the exception.