

Date: April 27, 2017  
To: All Oregon Tech Departments  
From: Michelle Meyer, Director of Business Affairs  
Business Affairs Office  
Subject: Closing of the Books, Fiscal Year 2016/2017  
Opening of Fiscal Year 2017/2018

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The Business Affairs Office developed the annual closing of the books and annual audit schedules in conjunction with the Universities auditors, CliftonLarsonAllen, and the University Shared Services Enterprise (USSE) Financial Reporting Services Division. In order to comply with those dates, each department is expected to observe the calendar due dates listed below. The Closing of the Books Calendar Due Dates will also be posted on the Business Affairs webpage, <http://www.oit.edu/faculty-staff/ba>.

1. All 2016/2017 Fiscal Year (FY) acquisitions must be completed as follows in coordination with the Procurement and Contract Services Office (PACS):
  - a. All requests for formal procurements (RFPs – purchases over \$150,000) must be submitted to PACS by **May 12, 2017**.
  - b. All requests for informal procurements (RFQs- purchases between \$10,000 and \$149,999) must be submitted to PACS by **May 19, 2017**.
  - c. All semi-informal procurements between \$5,000 and \$10,000 that require a minimum of 3 bids and completion of the Bid Tabulation Form must be submitted to PACS by **June 9, 2017**.
  - d. ITS Bulk Order: Dell, Microsoft Surface, Scanner – From now through June 30<sup>th</sup>, only one (1) order for Dell computers, Microsoft Surface Pro, Microsoft Surface Book, and Cannon Document Scanners will be submitted through the ITS Bulk Ordering Process. Departments should submit the Bulk Order Purchase form, including index and Budget authority approval to Kathy Stanek ([Kathy.Stanek@oit.edu](mailto:Kathy.Stanek@oit.edu)). All order forms for the ITS Bulk Order must be received by **5:00 PM May 17, 2017**.
  - e. All 2016/2017 Fiscal Year purchase orders must be keyed into Banner by no later than **June 9, 2017**.
  - f. Procurement Card Purchases, including airfare, must be processed by statement cutoff date of **June 28, 2017** to be charged to FY 2016/2017 (note that all good and services must be received not just charged to a credit card).

- g. It is a requirement that all departments that have ongoing contractual obligations (contracts, maintenance agreements, service agreements, etc.) must encumber the FY 2017/2018 expected expenses by keying a new purchase order for “encumbrance purposes only” (should be noted as such in the document text). All FY 2017/18 encumbrances for ongoing obligations must be keyed by **July 28, 2017**.

**\*\*Special Notes\*\***

- All goods and/or services must be received on, or before **5:00 PM June 30, 2017** in order to expense in FY 2016/2017.
- NSF Checking will be in effect for both years throughout the closing process.
- Purchase orders for FY 2017/2018 may be entered starting **June 26, 2017**.

2. Vendor invoices shall be received in the Business Office no later than **5:00 PM July 5, 2017**, to be reported as paid in period 12 for FY 2016/2017. *We encourage invoices be submitted daily to the Business Office effective immediately for processing.*
3. Travel reimbursement for travel completed on, or before June 30, 2017, should be submitted to the Business Office no later than **5:00 PM July 5, 2017**.
4. Personal reimbursements must be submitted to the Business Office no later than **5:00 PM on July 5, 2017**.
5. Late vendor invoices, received after period 12, must be sent to the Business Office no later than **July 17, 2017**, to be reported as expenses in FY 2016/2017.

**Processors need to check their NOLIJ batch at least daily to ensure timely processing.**

**Approvers need to check their approval queue(s) at least daily to ensure timely processing.**

**\*All invoices must have the date goods and/or services were received noted in Banner doctext**

6. Journal Vouchers for period 12 must be input by **5:00 PM on July 5, 2017**. All interdepartmental charges for FY 2016/2017 funds should be processed by this date. Journal Vouchers must be dated June 30, 2017, or prior in order to be posted to period 12.
7. Departmental accounts receivable charges that are to be recorded on the Banner SIS receivable system in FY 2016/2017 must be in the Business Office by **12:00 PM on June 30, 2017**.
8. Reminder: All cash and checks must be deposited with the Business Office by **12:00 PM on June 30, 2017**, to be posted to FY 2016/2017. Transactions dated July 1, 2017, or later will be posted to Period 01 FY 2017/2018.
9. Banner FIS and HRIS will be unavailable **July 10, 2017**, from 4:00 PM – 5:00 PM.
10. Fiscal Year 2016/2017 will close at **5:00 PM on July 24, 2017**.

All “Old Year” transactions must have a Banner “Transaction Date” of June 30, 2017, or prior to be posted to FY 2016/2017. All FY 2017/2018 “New Year” transactions must be dated July 1, 2017, or later to be posted to FY 2017/2018.

If you have any questions or concerns, please feel free to contact me at 541-885-1628.

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2016/2017 Closing of the Books Calendar Due Dates

Due Date	Time	Ref #	Description
<b><u>Procurement</u></b>			
Friday May 12, 2017	n/a	1a	Formal Procurement Requests must be submitted to PACS
Wed May 17, 2017	5:00 pm	1d	ITS Bulk Order forms must be received by Kathy Stanek ( <a href="mailto:Kathy.stanek@oit.edu">Kathy.stanek@oit.edu</a> ); includes Dell, Microsoft Surface, and Scanners
Friday May 19, 2017	n/a	1b	Informal Procurement Requests must be submitted to PACS
Friday June 9, 2017	n/a	1c	Semi-Informal Procurements must be submitted to PACS
	n/a	1e	POs for 2016/2017 Fiscal Year must be keyed into Banner
Wed June 28, 2017	n/a	1f	All Procurement Card Purchases must be processed.
Friday July 28, 2017	n/a	1g	All FY 2017/18 encumbrances for ongoing obligations must be keyed into Banner
<b><u>Financial Accounting</u></b>			
Wed June 28, 2017	n/a	1f	Travel & Procurement card purchase cut off
Friday June 30, 2017	12:00 pm	7	SIS Receivables for 2016/2017 due in BAO
	12:00 pm	8	Cash receipts FYE 06/30/2017 due in Cashier's Office
	5:00 pm	7	Final SIS feed FYE 06/30/2017
	5:00 pm	1	All goods and services chargeable to FY2016/2017 must be received
Wed July 5, 2017	5:00 pm	3	Travel reimbursements for FY 2016/2017 due in BAO
	5:00 pm	4	Personal Business Expense Reimbursements due in BAO
	5:00 pm	6	Journal vouchers for period 12 final input
	5:00 pm	2	Vendor invoices for FY 2016/2017 entered from NOLIJ to Banner
Monday July 10, 2017	n/a	9	Banner FIS And HRIS unavailable 4:00 PM - 5:00 PM closing period 12
Monday July 17, 2017	n/a	5	Late vendor invoices for period 14 entered from NOLIJ to Banner
Monday July 24, 2017	5:00 pm	10	Close Fiscal Year 2016/2017