

To: Campus Community  
From: Vivian Standifird, Controller  
Date: April 19, 2011  
Re: Fiscal Year-End

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We are in the final quarter of our 10/11 fiscal year. In preparation for the closure of our June 30, 2011 fiscal year-end, please note the following:

- Goods and services that relate to the 10/11 fiscal year **must be received prior to June 30, 2011, and be accompanied by an invoice dated no later than June 30, 2011.** Thus, it is very important you plan the timing of your year-end purchases. Note that most suppliers need approximately two to six weeks to process and ship merchandise. Items ordered but not received prior to the June 30 deadline will be charged to your 11/12 budget. We encourage you to plan ahead and submit purchase requisitions intended to be charged to the 10/11 budget year no later than May 20, 2011.
- Furniture has a much longer waiting period between order submission and delivery, which can take up to 8 weeks. As such, we encourage you to make furniture purchases before May 6, 2011.
- All transactions appearing on your June 2011 US Bank MasterCard Procard statement will be charged to your 10/11 budget regardless of delivery date. Your supplier must process the transaction by June 25, the end of the June billing cycle. Some suppliers take up to one week to process a transaction with MasterCard, so please do not charge a purchase on June 25 and assume it will appear on your June statement. All transactions appearing on your July 2011 statement will be charged to 11/12.
- We must receive all 10/11 invoices, expense reports (including those related to your T&E card), and check requests by July 15, 2011, to ensure they are processed within the 10/11 budget year. We appreciate your early planning for year-end purchases in order to adhere to this deadline.
- Summer programs are accounted for at the beginning of each fiscal year. All tuition, fees, conference revenues and related expenses, including financial aid, for the 2011 summer programs will be accounted for in the fiscal year beginning July 1, 2011. The Accounting and Procurement Offices will make the appropriate entries to defer the revenues and expenses for qualified summer programs. Please make the appropriate notations on the source documents to ensure your transactions are accounted for in the correct fiscal year.

If you have any questions, please contact Dawn Anderson, Director of Procurement Services at extension 7733, or myself at extension 2302. We can also be reached via e-mail at [accounting@sandiego.edu](mailto:accounting@sandiego.edu). We have also arranged to have a copy of this memo on our website ([www.sandiego.edu/accounting](http://www.sandiego.edu/accounting)) for your reference. Thank you in advance for your adherence to these year-end procedures.

Office of the Controller