# FORT HAYS STATE UNIVERSITY
# STATE ACCOUNT
# FISCAL YEAR END

**The following items are next fiscal year expenses:**

- Orders to be placed and faxed after July 1. Reminder: WAREHOUSE must be in the Ship To tab for all faxed orders.
- Travel with an end date of 07/01/12 or later.
- Candidate Reimbursements with a travel end date of 07/01/12 or later.
- Subscriptions, memberships and annual maintenance agreements that start on or after 07/01/12.

**Fiscal year end cutoff dates will be e-mailed to Faculty and Staff.**

**Invoices:**

- Invoices dated June 30 or before which are **received** by Accounts Payable by the fiscal year end cutoff date will be processed as current fiscal year expenses.

- Invoices received by Accounts Payable after the fiscal year end cutoff date will be processed as expense for the new fiscal year. This includes invoices submitted for travel reimbursement as well as for grants. PR's created and unpaid in the current fiscal year will move forward to the new fiscal year.

- The first character of the PR or PO number does not specify fiscal year.

- Current Fiscal Year OOE Budget expense:
  Invoices that are to be paid with the current fiscal year OOE budget must be submitted to Accounts Payable prior to the fiscal year end cutoff date.

- Next Fiscal Year OOE Budget expense:
  Invoices submitted to Accounts Payable prior to the fiscal year end cutoff date that are to be paid with the new fiscal year OOE budget must have the new fiscal year (FYxx) typed into the PR Print After Notes and written in the top left corner of the receipt. "FYxx" should be written on invoices submitted to Accounts Payable through the first business day in July.

- For years when OOE fund balances will carry forward, not meeting the year end cutoff date for PR's and invoices will not result in a loss of OOE budget for your department.

- For years when the OOE fund balances do not carry forward, care should be taken to ensure that PR's and invoices are processed for payment prior to the year end cutoff date for the current fiscal year. If PR's are submitted or invoices received by Accounts Payable after the year end cutoff date, the expense will be against the new fiscal year OOE budget. All unspent current year OOE budgets will be cancelled and any unpaid PR's will move forward to the next fiscal year OOE budget.

If there are any questions, call the Business Office at 5948.

*Revised 05/07/2012*