



To: Florida Polytechnic University Employees
From: Penney Farley, University Controller
Date: March 26, 2021
Subject: Deadlines for End of Fiscal Year 2020-21

Fiscal Year 2020-21 ends Wednesday, June 30th. The Finance Staff will spend the summer reconciling and preparing financial reports in preparation for our independent auditors. The success of the audit process reflects on the entire institution. It is critical we comply with all requirements expected by the auditors, the Board of Trustees, our funding sources and other outside agencies that rate our institution. All employees are asked to assist by completing items related to the FY2020-21 budget year by the deadlines provided below.

Page 2 of this memorandum contains the deadlines for processing requests. Please take time to review this document and communicate the deadlines within your department. Specific attention should be given to the following:

- Workday approvals for requisitions, expense reports, etc.... *must be completed by the deadline.*
- Check your Workday Inbox & Notification approval queues *frequently* to ensure all expense reports and requisitions are approved *before the deadline.*
- Failure to adhere to this schedule may result in requests being rejected, returned, or processed against the new Fiscal Year 2021-22, if applicable.

Please remember, goods not taken possession of or services not been provided by June 30, 2021 are not an expense or capital purchase for the fiscal year ending June 30, 2021. NO EXCEPTIONS.

Thank you for adhering to these established deadlines. Your full cooperation will assist Finance and Procurement in accommodating all FY 2020-2021 end-of-year processing.

As always, if you have any additional questions or require further clarification, please, do not hesitate to contact the respective department by phone or email.

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Accounting and Procurement Deadlines for End of Fiscal Year 2020-2021

Date	Description	Department
4/01/2021 - 4/30/2021	Commence PO cleanup: Procurement to issue list of open POs to owners. PO owners to request POs to be cancelled for current FY 2020-21.	Procurement
5/14/2021 Friday	New Requisitions to be encumbered against current FY2020-21 funds must be entered in Workday by May 14. All supporting documentation <u>must be attached to the Requisition. Requisitions without supporting documentation will be denied and may not be resubmitted.</u>	Procurement
6/11/2021 Friday	Last day to enter a travel Spend Authorization for travel prior to 6/30/21. Spend Authorizations will not be allowed after this date.	Accounts Payable
6/18/2021 Friday	Last day for travel Spend Authorizations to be approved from current FY2020-21 funds.	Accounts Payable
6/30/2021 Wednesday	Last day to "Create Receipt" in Workday for E-Card and Purchase Order transactions for goods received or services rendered by June 30 for current FY2020-21 funds. (Goods not received or services not provided are to be expensed from the new FY2021-22.)	Accounts Payable
6/30/2021 Wednesday	Roll POs forward initiated. Target completion date: 7/1/21	Procurement
6/30/2021 Wednesday	Last day to process Budget Amendments for FY2020-21.	Budget Office
07/01/2021 Thursday	First day to enter Requisitions for new FY2021-22. Requisitions for FY2021-22 cannot be entered before this date. This includes saving requisitions as a draft.	Procurement
07/09/2021 Friday	Last day for Ecard and Purchase Order receipts to be approved from current FY2020-21 funds.	Accounts Payable
7/16/2021 Friday	Last day to enter in Workday all travel Expense Reports for FY2020-21.	Accounts Payable
7/16/2021 Friday	All FY2020-21 Spend Authorizations cancelled.	Accounts Payable
07/23/21 Friday	Last day for travel Expense Reports to be approved from current FY2020-21 funds.	Accounts Payable
7/23/2021 Friday	Last day for Accounts Payable to process all payments for current FY2020-21 funds.	Accounts Payable