

## Tip of the Month

What? An email from the Business Office  
Why? To inform, remind, suggest or notify  
When? Monthly  
Who? From the Business Office to employees

## Reminders

- Our fiscal year ends on June 30. It is important to have a clean year end cut off. This means that FY 2013 activity should be recorded in FY 2013 and FY 2014 activity should be recorded in FY 2014. We keep the books open for a certain period of time to allow this to happen. In order for your FY 2013 invoices and check requests (for goods and services received prior to July 1, 2013) to be charged to your 2013 budget, we must receive them in the Business Office by July 15.
- Wright Express credit card holders, please submit your approved June statement activity to the Business Office as soon as possible but no later than July 12, in order for the charges to be applied to your fiscal year 2013 budgets. (Please adhere to any internal deadlines within your department, for review and approval.)
- All 2013 vendor invoices and reimbursement requests should be submitted to the Business Office no later than July 15. Please mark clearly that the invoice is for FY 2013.
- The deadline for submitting online GL transfer requests pertaining to 2013 is July 17. When submitting a transfer request, please indicate in the comments field if the transfer is for FY 2013 or FY 2014.
- Any cash deposits for fiscal 2013 must be submitted to the Business Office no later than 11 am. on June 28.

For feedback or questions please call me at x 4313.

Shari