

TO: All Faculty and Staff
FROM: Karl Spiecker, Vice President for Finance & Administration
SUBJECT: Year End Spending for FY 2016
DATE: May 16, 2016

As this fiscal year comes to a close, please be aware of the processes and resources to help plan for year-end spending.

Year-end Spending. Units must continue monitoring spend down of their respective budgets in FY 2015-16. Each department must limit spending to E & G funds that have been budgeted. For cash accounts (including E & G and non E & G cash accounts), spending must be limited to revenue that has been received.

Deadlines. To facilitate a timely year-end closing process that complies with deadlines established by several state agencies and the CSU System Office, see the following cutoff dates for FY 2015-16. These deadlines are firm deadlines. Submissions after these dates will be posted to the next fiscal year and charged against that budget. Please contact the office identified with any questions. Below you will find a list of important dates and deadlines the university must meet in order to achieve a productive and fiscally responsible year.

PURCHASING DEADLINES:

The deadlines were distributed at the beginning of the academic year. As a reminder they are listed as follows:

May 2, 2016 - Purchases Requiring Competition/Bids
April 15, 2016 through May 27, 2016 – Colorado Correctional Industries
June 01, 2016 - Other Purchases Using FY16 Funds

Delivery of these goods must be on or before June 30, 2016.

June 22, 2016 – Last day to use p-card
July 7, 2016 – Final day to reallocate P-Card transactions into the current fiscal year.

Open Purchase Orders and Service Purchase Orders for fiscal year 2017:

May 9, 2016 – An approved requisition and any associated contract/agreement must be received in Procurement Services no later than May 9, 2016.

Resources. Budgets and spending can be monitored within the various General Ledger views in the Kuali Financial System (KFS). Additionally, the following resources are available to review budgets.

1. *Monthly Reports.* Departments can reference their budget to actual expenditures by accessing monthly budget reports found on the I:\ drive as follows: <I:\University>

[Common\KFS\Reports](#). Once there, select the most recent month's report. Then you can click on the pdf file with your account number (the list is in account number order).

2. *On-line Information*. Information about the KFS system is available on the CSU-Pueblo web site at the following location: www.csupueblo.edu/BFS/Kuali/Pages/default.aspx
3. *Contacts*. If you need any additional information pertaining to purchasing or KFS, do not hesitate to contact one of the following people:

Robert Gonzales: robert.gonzales@csupueblo.edu

Geraldine Trujillo-Martinez: g.trujillomartinez@csupueblo.edu

Help Sessions. Scheduled help sessions have been offered each month throughout the academic year. For those who would prefer face-to-face help with budgets and KFS, we have one more help session scheduled this year. If you or someone on your staff needs a refresher on how to access the various views in KFS for budget and expenditure information, you are encouraged to attend the help session below. Other help sessions may be scheduled if there is a request to do so.

1. Friday, May 20th from 1:30 p.m. to 4:30 p.m. in the LARC, Room 217.

Deadlines for FY 2016-17 will be established and posted to Budget Central by the beginning of fall semester. Thanks for your cooperation and assistance in making this fiscal year close successful.