1.) Year-End Dates/Deadlines from the Provost's office (Cynthia Rhodes/X5514)

2.) Leave Traq (Stephanie Keahey/ X5881)
   - Vacation Carry-Overs

3.) Payroll (Kathy Compton/X5118)
   - Payroll Due Dates
   - EPA Deadlines

4.) General Account Review (Amanda Reams/X5043)
   - Account Activity
   - Year-End Accruals
   - Departmental Deposits
     - Budget Pools*

5.) Budget (Janet Anderson/X3034)
   - FY2016 Budget Status & Calendar
   - FY2016 Merit Status
   - Deficit Balances
   - Account Year-End Carry Forwards
   - Account Budget Issues FY2015

6.) Human Resources (Barbara Corvey/X5041)
   - HR Updates

7.) Annual Inventory (Erin Ham/X6019)

8.) Accounts Payable (Heath Shaffer/X5061)
   - Open Commitments
   - Encumbrances
     - Telephone
     - Postage
     - All will roll around September 10th
   - End-of-August Activities/Activity cut-off Requirements
     - Pro-card
     - University-billed Travel Card
     - Travel
     - Trips booked but not taken
     - Trips taken but reports not closed out
     - Liquidating pre-trip authorization amounts
   - Safe Harbor
   - Famis Receiving
   - Prompt Pay Interest
   - Signature Authority
9.) Financial Reporting (Sarah Baker/5045)
   - Reporting of Inventories on Merchandise for Resale
   - Reporting of Inventories on Consumable Supplies
   - Inventory Memo and Form
   - UBIT
   - Regulation 21-01-02: Receipt, Custody and Deposit of Revenue
     - Timeliness of deposit requirements
     - Availability of online payment acceptance

**Important Deadlines/Dates**

**Purchasing**

- $25,000 or more & not under A&M/State/Cooperative Contract - June 26, 2015
- >$5,000 but <$25,000 & not under A&M/State/Cooperative Contract - July 24, 2015
- >$5,000 but under A&M/State/Cooperative Contract - August 14, 2015
- Cut-off for E*'s and L#'s August 21, 2015
- August 5th ProCard Statement due August 10, 2015
- August ProCard Charges Must be allocated by 8/28
- Any charges after 8/31 will go on FY16
- Users with charges not allocated by 8/31 face card suspensions

**Contract Administration**

Service Agreement Deadlines

| July 31, 2015 |

**THERE WILL BE NO BUG MEETINGS IN AUGUST OR SEPTEMBER.**

**NEXT BUG MEETING WILL BE OCTOBER 2015**

*Typical Operating Account Budget Pools*

| 0001  | Revenue   |
| 1100  | Salary    |
| 1700  | Wage      |
| 1900  | Benefits  |
| 3000  | Operating |