1.) Year-End Dates/Deadlines from the Provost’s office (Marshall Campbell/X5473)

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

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

4.) Budget (Janet Anderson/X3034)
   - FY2017 Budget Status & Calendar
   - FY2017 Merit Status
   - Deficit Balances
   - Account Year-End Carry Forwards
   - Account Budget Issues FY2016

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

6.) Annual Inventory (Erin Ham/X6019)

7.) Space Inventory (Mark Giossi/X5672)

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.) General Account Review (Sarah Baker/X5045)
   - Account Activity
   - Year-End Accruals
   - Departmental Deposits
     - Budget Pools*

10.) 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 – July 1, 2016
- >$5,000 but <$25,000 & not under A&M/State/Cooperative Contract - July 29, 2019
- >$5,000 but under A&M/State/Cooperative Contract - August 19, 2016
- Cut-off for E*’s and L#’s August 22, 2016
- August 5th ProCard Statement due August 10, 2016
- August ProCard Charges Must be allocated by 8/29
- Any charges after 8/31 will go on FY17
- Users with charges not allocated by 8/31 face card suspensions
- Missing paperwork and non-allocated charges face temporary suspensions

**Contract Administration**

Service Agreement Deadlines August 19, 2016

THERE WILL BE NO BUG MEETINGS IN AUGUST OR SEPTEMBER.

NEXT BUG MEETING WILL BE OCTOBER 2016

*Typical Operating Account Budget Pools*

0001  Revenue
1100  Salary
1700  Wage
1900  Benefits
3000  Operating