

From: controllers_office-bounces@lists.wsu.edu on behalf of controllers_office@lists.wsu.edu
Sent: Wednesday, June 04, 2014 8:39 AM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Reminder of Upcoming Year End Deadlines
Attachments: ATT00001.txt

Good morning, Area Finance Officers,
Accounts Payable and Travel Services would like to remind all units of the upcoming year-end deadlines:

- All FY 2014 invoices, TEVs, ETRs, and IRIs must be received in Payment Services by close of business on July 3rd, 2014 in order to correctly record them at year end.
- Travel Advances for trips occurring prior to June 30th, 2014 must be cleared by a TEV submitted to Travel Services by July 3rd, 2014.
- FY 2014 CTA transactions must be reconciled by July 7th, 2014.
- FY 2014 PCard transactions must be reconciled by July 7th, 2014.

We will be short-staffed for this year's 13th month and we will do our best to accommodate everyone's needs. However, we cannot guarantee the processing of any FY 2014 documents received after the dates listed above and this would include walkups. Please contact Gerik Kimble with questions at gerik_kimble@wsu.edu. Thank you for your understanding and cooperation.

Controller's Office Washington State University

Please address general questions, comments or suggestions to joy.morton@wsu.edu

