Hello All,

Roanoke College’s fiscal year ends on **Sunday, June 30.**  Below are important deadlines necessary to ensure that the College meets the requirements of our external auditors.  Please note that some of these deadlines occur earlier than last year.

1. All requests for payment – invoices, check requests and/or expense reimbursements for equipment, materials, or services eligible to be expensed in fiscal year 2018-2019 must be received in the Business Office no later than **Friday, July 12 at 12 pm.**  This cut-off allows the Business Office to process payments and provide timely information to our auditors.
2. In order to be included in the 2018-2019 budget year, equipment, materials, services, or other expenses must be incurred/received on campus by or before **June 30.**  The College's external auditors verify the receipt date on purchases in order to confirm that expenses post in the proper fiscal year.

**We strongly encourage you to contact vendors directly to ensure that you receive the invoices for eligible FY19 expenses.**

1. For those items requiring a purchase order, to be received and expensed in fiscal year 2018-2019, please submit a [Purchase Requisition Form](https://www.roanoke.edu/documents/busoffice/Purchase%20Order%20Requisition.xlsx) to the Business Office by **Friday, June 7 at 4 pm.**  Please see our [Purchasing Policy](https://www.roanoke.edu/documents/busoffice/Purchasing%20Policy.docx) for more details.
2. For departments that use college-issued credit cards, note that expenses charged in June will be reflected on the statement dated June 30 and willbe included in fiscal year 2018-2019.  Charges made using the credit card during the last week of June may or may not be included/posted in the June statement, depending on the individual merchant.  In order to ensure that June charges are included in the June 30 statement, **please refrain from using the card on the last five business days of June.**  Cardholders and reviewers will receive notification of the specific dates of the approval deadlines for June.  Please adhere to these deadlines for reviewing and approving the June statement.
3. As you review your area’s budget activity through WebAdvisor/Self Service (particularly after June interdepartmental expenses and VISA charges are posted in mid-July) you may determine a need for expense or budget transfers.  All expense and budget transfers for fiscal year 2018-2019 must be received in the Business Office no later than **Friday, July 26 at 4 pm.**
4. Business Office transactions – deposits and petty cash reimbursements
5. All June deposits for cash, checks, and credit cards must be submitted to the Business Office no later than **Friday, June 28 at 12 pm.   Please batch out your credit card processing to meet this deadline.**
6. All petty cash reimbursement requests for fiscal year 2018-2019 to be paid from the Business Office petty cash must be received by **Friday, June 28 at 12 pm**.

If you have any questions or concerns about these deadlines, please contact me or Tonya Bookwalter (extension 2407, [bookwalter@roanoke.edu](mailto:bookwalter@roanoke.edu)).  We appreciate your adherence to these deadlines to ensure a smooth year-end close process.  Your timely and accurate work contributes to a better audit result for the College.

Thanks,

Adam