

As the end of the fiscal year approaches, the following deadlines have been established by the Office of Operations to ensure that our agency complies with the year-end processing regulations imposed by the state statutes and the Department of Finance and Administration (DFA). Section 7-7-23, Mississippi Code Annotated (1972), requires that all purchase orders covering purchases to be paid from funds appropriated for any fiscal year be executed by June 30<sup>th</sup> of the fiscal year.

| Office of Procurement  | Deadline Date     |
|--|-------------------|
| <p><b>Personal Services Contracts ending June 30, 2019</b></p> <ul style="list-style-type: none"> <li>• RFA/Q/P Packets must be <u>approved</u> by the Procurement Office.</li> <li>• Contracts under \$5,000 must be reviewed and approved by the Procurement Office.</li> <li>• All executed contracts <u>must</u> have a purchase order for payment.</li> </ul>   | <b>05/15/2019</b> |
| <p><b>Deobligation of Funds</b></p> <ul style="list-style-type: none"> <li>• Review ALL executed contract invoices and payments coming due to make certain amounts reconcile with purchase order.</li> <li>• Review ALL vendor invoices and payments coming due to make certain amounts reconcile with purchase order.</li> <li>• Calculate any funds remaining on the purchase order.</li> <li>• Program offices must submit to Procurement a Purchase Order Change Request Form to de-obligate those remaining Funds.</li> <li>• Program offices must have an existing purchase order for ALL outstanding invoices for FY19 contractual services and commodities.</li> </ul> | <b>06/15/2019</b> |
| <p><b>All FY19 Requisitions due to Procurement</b></p> <ul style="list-style-type: none"> <li>• For all offices using General Funds</li> </ul>   | <b>06/01/2019</b> |
| <p><b>Any Emergency FY19 Requisitions must be approved by Program Chief Officer</b></p> <ul style="list-style-type: none"> <li>• June 1 – June 15, 2019</li> </ul>   | <b>06/15/2019</b> |
| <p><b>All FY19 Requisitions must be approved by Chief of Operations</b></p> <ul style="list-style-type: none"> <li>• June 15 – <b>June 27, 2019</b></li> <li>• Emergency purchases only</li> </ul>   | <b>06/27/2019</b> |
| <p><b>State Procurement Card (PC) Purchases</b></p> <ul style="list-style-type: none"> <li>• <b>DO NOT</b> utilize procurement cards for purchases after the deadline date</li> </ul>  | <b>06/14/2019</b> |
| <p><b>State Procurement Card Logs</b> for the month of June 2019</p> <ul style="list-style-type: none"> <li>• Due in the Office of Procurement with supporting documentation.</li> </ul>   | <b>06/27/2019</b> |

| <b>Office of Accounting</b>   | <b>Deadline Date</b>               |
|---|------------------------------------|
| <b>FY2019 Travel Advance Requests</b> <ul style="list-style-type: none"> <li>All requests for travel advances for travel ending June 30, 2019.</li> </ul>   | <b>06/13/2019</b>                  |
| <b>Travel Vouchers for FY19</b> <ul style="list-style-type: none"> <li>All travel vouchers for travel through June 30, 2019 are due in the Office of Accounting.</li> </ul>   | <b>07/10/2019</b>                  |
| <b>Outstanding FY19 Travel Advances</b> <ul style="list-style-type: none"> <li>All outstanding travel advances must be cleared to avoid any complications with your payroll check.</li> </ul>   | <b>07/10/2019</b>                  |
| <b>FY19 Invoices</b> <ul style="list-style-type: none"> <li>All Invoices must be signed/approved and submitted to the Office of Accounting for processing.</li> </ul>   | <b>07/15/2019</b>                  |
| <b>Adjusting Entries (Journal Vouchers)</b> <ul style="list-style-type: none"> <li>All Adjusting Entries must be submitted with all approval signatures on the <i>Program Fund Transfer/Coding Correction</i> form to the Office of Accounting</li> </ul> | <b>08/01/2019</b>                  |
| <b>FY20 Travel Advance Requests</b> <ul style="list-style-type: none"> <li>All travel advances for travel starting July 1, 2019.</li> </ul>   | <b>Submit after<br/>07/01/2019</b> |

**Please submit appropriate documentation as outlined above by the designated due dates.** Prior to submissions, please check your available budget authority and contact the Office of Budget & Planning to make any necessary budget modifications. Complete and attach a Form W-9 to any requisitions for new vendors. If goods are not received within *two weeks* of the order date, please notify the Purchasing Division.

If you have any questions, please contact the following areas:

|                   |                 |                |
|-------------------|-----------------|----------------|
| Encumbrances      | Vivian Taylor   | (601) 359-5716 |
| Travel            | Yulanda Wesley  | (601) 359-3074 |
| Invoices          | Greg Ramsey     | (601) 359-2187 |
| Adjusting Entries | Jessica Johnson | (601) 359-3975 |