July 7, 2011

FISCAL MEMORANDUM 11-05

TO: TTI Employees

SUBJECT: Guidelines and Dates for Closing Fiscal Year 2011

In preparation for the end of Fiscal Year 2011, please submit the following documents to the TTI Business Office no later than the dates indicated.

As always, we appreciate your cooperation and welcome your early submission of purchase vouchers and travel vouchers as the invoices are received or the travel is completed.

Travel and Advance Requests

For all business travel taken on or before August 31, 2011
Noon August 30, 2011

Travel Vouchers

For travel completed on or before July 31, 2011 5 P.M. August 02, 2011
For travel completed on or before August 14, 2011 5 P.M. August 16, 2011
For travel completed on or before August 21, 2011 5 P.M. August 23, 2011
Last minute travel vouchers 5 P.M. September 01, 2011
For travel charged to State Funds
(SL’s 15----, 16----, 17----, 18----) 5 P.M. August 16, 2011

Purchase Vouchers

For purchases made on or before August 14, 2011 5 P.M. August 16, 2011
For purchases charged to a rebill project 5 P.M. August 12, 2011
For purchases made on or before August 21, 2011 5 P.M. August 23, 2011
For PUF purchases (SL’s 8001--) 5 P.M. August 19, 2011
Last minute purchases 5 P.M. September 01, 2011
For purchases paid on State Funds
(SL’s 14----, 15----, 16----, 17----, 18----) 5 P.M. August 16, 2011
Service Center Billings

All TTI Service Center Billings 5 P.M. August 29, 2011

Ms. Cecily Sebesta will send out a reminder at a later date.

Salary Distributions

Ms. Abbe Saenz will notify the departments.

Reminder: There should be no 91010 rebillable payroll charges on the monthly payroll for August.

Pending Purchases to be Encumbered at Year-End

For large dollar orders placed for goods or services which are not received or invoiced prior to August 31, 2011 5 P.M. September 01, 2011

Only orders for $1,000-$5,000 should be reported. Please use the Pending Purchases To Be Encumbered Form 8461.

If purchases are for services on a project that terminates August 31, 2011, the services must be completed prior to that date. This includes professional services, subcontracts, copier services, TEES testing, etc.

TxDOT Projects Guidelines:

1. Purchases of Consumables must be paid for with funds from the fiscal year in which they are received regardless of the order date. A consumable item is a good that perishes with use or will be entirely used during one fiscal year.

Exceptions: Consumables may only be charged to the immediately preceding fiscal year in which they were received if:

   a) The consumables were contracted for during the immediately preceding fiscal year and, at the time of contracting, the agency reasonably anticipated delivery during that fiscal year.

   b) The delivery of the consumables was delayed until the next fiscal year for reasons beyond the agency’s reasonable control, and

   c) The order quantity was no more than the agency could have consumed before the end of the immediately preceding fiscal year had the delivery occurred as expected.
2. **Purchases of Services** must be charged to the fiscal year in which the services are rendered. Payments for services that are performed over more than one fiscal year must be prorated so that each fiscal year is charged only to the extent of the services performed during that fiscal year.

3. **Purchases of Capital Assets** must be charged to the fiscal year in which the goods are ordered. The date delivered is irrelevant. A capital asset is a good other than a consumable that benefits the agency during more than one fiscal year.

**Accounts Payable**

For any goods received or any travel taken on or before August 31, 2011 but not vouchered. 5 P.M. September 01, 2011

Only invoices $1,000.00 or greater should be reported.

Do not include Texas A&M University (TAMU) Financial Management Operations, Texas Engineering Experiment Station (TEES), Texas AgriLife Research, or any other part of the TAMU System on Accounts Payable, as these will be reported by the Business Office.

The Expense Accruals for Fiscal Year End Form 8390 should be used and printed on PINK paper.

**Consumable Supplies Inventory**

No reporting is required if consumable supplies on hand as of August 31, 2011, at the program level are less than $10,000. Please contact Ms. Marie Ethridge for further instructions if your inventory value is $10,000 or greater.

**Checks/Cash Deposits to be Credited to 2011 Revenue**

Checks/Cash on hand Noon August 30, 2011

**Credit Card Deposits**

Credit Card deposits 4 P.M. August 31, 2011

**Income Accruals**

Most income accruals are prepared by the TTI Business Office based upon sponsored research and service billings. However, if your area has performed any services or sold any publications or other items for which the income will not be received by the TTI Business Office by August 31, 2011, please contact Ms. Susan Massey.
Other Deadlines of Interest

- The following are the latest dates to purchase or have services rendered from TAMU departments and be billed on 2010-2011 funds. Do not make any charges to projects that terminate on 8/31/11 after these dates as they are considered September charges.

  Microscopy & Imaging Center, Physical Plant August 31, 2011

- Services performed by other TAMU System parts (e.g., TEES Testing) must be completed by August 31, 2011.

- All outstanding inventory transfers between TAMU departments and TTI already processed through the TTI Business Office need to be turned in for further processing by August 12, 2011.

  It is very important that the transfers be processed by this date for year-end closing between TAMU and TTI. If you have any questions, please contact Ms. Glenda Evans.

If you have any questions or need assistance, please contact Ms. Charlene Meier or Ms. Marie Ethridge.

Don Bugh
Executive Associate Director