



AP Tip of the Month

Spring into Action!



Fiscal Year-End Submission Deadlines

To assist with your fiscal year-end planning, please note the following submission deadlines related to the university's fiscal year-end (FY17):

- Purchases between \$2,000 - \$50,000.....Submitted by April 24, 2017
- Payment requests, Honorariums.....Received by June 9, 2017
- Travel Vouchers.....Received by June 9, 2017
- Wire Transfers.....Received by June 9, 2017
- Patriot Computer Store Purchases.....Completed by June 12, 2017
- Purchases <\$2,000 and Invoices.....Received by June 13, 2017
- Agency Travel Card Purchases.....Charged by June 15, 2017
- Small Purchase Credit Card (P-Card).....Charged by June 15, 2017
- Journal Vouchers (on-line & paper).....Received by June 23, 2017



- ***To ensure invoices are paid in FY17 all goods and services must be delivered/rendered AND the invoice(s) must be received in Accounts Payable by June 13, 2017. Invoices cannot be paid prior to the receipt of goods or services.***
- ***Review FY17 transaction activity to ensure that all invoices and reimbursements have been posted. You may need to contact the vendor if Accounts Payable has not received the invoice.***
- ***Review Purchase Order encumbrances and cancel/close out (as necessary) to make funds available. Send an email message to "enclose@gmu.edu" to close purchase orders that will have no additional activity.***

AP Staff News

Please join us in congratulating Quyen Le on her new role with the General Accounting team!

Lets also congratulate Yesica Suarez on her promotion to Director of Accounts Payable!