

# Kennesaw State University FY2018 Year End Deadlines

**\*\* Adherence to the deadlines below is critical to the successful closing of the fiscal year. \*\***

Deadline	Facilities Services	Estimated Value	Additional Requirements/Notes
Friday 01/05/2018 COB 5:00 PM	Construction Requests for Projects requiring architectural design, engineering, and/or significant renovations.	All	Project Planning/Construction Request Approval Forms must be received in Facilities Services (FS) by the due date.  FS requires advanced planning in order to accommodate all requests. Please use the form on the link below: <a href="http://campus.kennesaw.edu/forms/docs/planning-request-form_2016-07-01.doc">http://campus.kennesaw.edu/forms/docs/planning-request-form_2016-07-01.doc</a>
Friday 03/02/2018 COB 5:00 PM	Moving, Painting, Carpet, Ceiling Tiles, Furniture, and other services that are on Agency or Statewide contract.	All	

Deadline	University Information Technology Purchases (UITs)- Quotes and Approvals	Estimated Value	Additional Requirements/Notes
Friday 05/18/2018 COB 5:00 PM	<p><a href="#">Technology Purchases</a> for Computers, Telephones, Audio-Visual, Hardware, Software, iPads, Monitors, Scanners, Printers, Keyboards, Mouse/Mice, PC Speakers, other input devices and accessories, etc. <b><i>that are available on State, BOR, or Agency Contract.</i></b></p> <p>Be cognizant of <a href="#">Technology Purchases</a>, as they require <a href="#">Special Routing</a> approvals for all dollar values. <a href="#">Technology Purchases</a> of \$250,000 or more require both UITs and <a href="#">USG/ITS</a> approval.</p>	Less than \$250,000	<p>Technology Purchases require advance <a href="#">Special Routing</a> approval from UITs, as well as quotes, which are only valid for 30 calendar days after date of issue.</p> <p><b>Reference:</b> <a href="#">UITs Forms – Technology Purchases</a></p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>The deadlines in this category are for obtaining UITs quotes or approval only. All other deadlines, i.e. Procurement, AP and P-Card remain the same, so please plan accordingly.</li> <li>Please allow up to two (2) weeks for UITs approval.</li> </ol>

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**Purchasing Notes:**

*If you have not submitted to the Office of Procurement all RFP/RFQ requirements in complete form by deadlines noted the Office of Procurement cannot guarantee a contract award prior to end of the current fiscal year. After the deadlines noted, you can and should continue to submit future RFP/RFQ requirements to the Office of Procurement to begin the solicitation process as soon as possible for the next fiscal year.*

**ePro** - KSU will be utilizing the PeopleSoft “year-end cut-off role” in order to ensure that all eligible requisitions are sourced to purchase orders by June 29th. This role will inhibit a Requester’s ability to create ePro requisitions (this includes Special Requests and GeorgiaFIRST Marketplace Requisitions) from Friday, June 1st through Friday, June 29th. ePro is expected to re-open for FY19 use on or around Monday, July 9, 2018. A KSU Inform announcement will be issued when ePro is re-opened and available for FY19 use.

Deadline	Procurement	Estimated Value	Additional Requirements/Notes
Friday 01/05/2018 COB 5:00 PM	Requests for Proposals (RFPs).	All	Please note that the average processing time for RFP scope development to contract award is six- seven months.
Friday 03/30/2018 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process) or approved Sole Source justification.	\$250,000 or more	Be cognizant of purchases that require <a href="#">Special Routing</a> approvals. <a href="#">Technology Purchases</a> of \$250,000 or more require both UITS and <a href="#">USG/ITS</a> approval.
Friday 04/27/2018 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process) or approved Sole Source justification.	\$100,000 to \$249,999	Be cognizant of purchases that require <a href="#">Special Routing</a> approvals.
Friday 05/04/2018 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process) or approved Sole Source justification.	\$25,000 to \$99,999	Be cognizant of purchases that require <a href="#">Special Routing</a> approvals.
Friday 06/01/2018 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements and any supporting back-up documentation.	\$ 24,999 or less	Be cognizant of purchases that require <a href="#">Special Routing</a> approvals.
Friday 06/01/2018 COB 5:00 PM	All purchases from State, BOR, or Agency contracts, and items classified as <a href="#">exempt</a> with <u>Fully Approved</u> e-Pro Requisition.	All Dollar Amounts	Be cognizant of purchases that require <a href="#">Special Routing</a> approvals. <a href="#">Technology Purchases</a> of \$250,000 or more require both UITS and <a href="#">USG/ITS</a> approval.

## Kennesaw State University FY2018 Year End Deadlines

Deadline	Office of Fiscal Services P-Card	Estimated Value	Additional Requirements/Notes
Wednesday 05/30/2018 COB 5:00 PM	All P-Card transactions that post for the <b>May 2018</b> cycle (04/28/18 – 05/25/18) must be allocated and signed-off in Works		
Friday 06/08/2018 4:00 PM	P-Card statements for the <b>May 2018</b> cycle are due in the Office of Procurement		
Friday 06/15/2018 COB 5:00 PM	Recommended date to cease P-Card usage so that transactions in a “bank authorized charge” status will post to Works by 06/30/2018 for FY18		Transactions made after 6/15/2018 may not have sufficient time to post as an authorized charge by 06/30/2018.  Transactions that post in Works after 06/30/2018 will be applied to FY2019 funds.
Friday 06/29/2018 3:00 PM	All P-Card transactions that post for the June 2018 cycle (05/26/2018 – 06/27/2018) must be allocated and signed off in Works or the charges will post to the default chart string.		
Friday 06/29/2018 4:00 PM	All P-Card transactions will be swept at this time.		Statements must be received in the Office of Procurement and Contracting by the deadline.
Monday 07/02/2018 9:00 AM	Works system will be swept of any remaining transactions dated 06/30/2018 and will be posted to FY2018		Transactions that post in Works after 06/30/2018 will be applied to FY2019 funds
Tuesday 07/10/2018 4:00 PM	P-Card Statements for the June 2018 cycle are due to the Office of Procurement		

## Kennesaw State University FY2018 Year End Deadlines

Deadline	Travel & Expenses	Estimated Value	Additional Requirements/Notes
Friday 05/04/2018 4:00 PM	Travel Requests for trip end date through 06/15/2018 or prior.		All scheduled FY18 travel must be documented by the Travel Requests deadline. Unanticipated travel may be approved by the department manager on a case-by-case basis.
Friday 06/08/2018 4:00 PM	Travel Expense Reports (fully approved) for trip end date through 06/01/18 or prior.		
Friday 06/08/2018 4:00 PM	<i>All employee airfare for trip end dates through 06/30/18 should be expensed/submitted in Concur towards current FY budget.</i>		
Friday 06/22/2018 4:00 PM	<p>Travel Expense Reports (fully approved) for trip end date 06/01/18 through 06/15/18.</p> <p>Every attempt will be made to expense travel reports for trip end dates after 06/15/18 in FY18. However, based on the date the travel expense is fully approved, this cannot be guaranteed.</p>		Travelers with trip dates through 06/15/18 are advised to submit their Travel Expenses Reports as <b>timely</b> as possible. Contact the Travel Team if you have any specific questions.
Friday 06/29/2018 4:00 PM	<p>Travel Expense Reports (fully approved) for trip end date 06/16/18 through 06/30/18 may be paid in FY19 and charged to your department's FY 19 budget.</p> <p>Any Travel Expense Reports not processed in FY18 will be expensed in FY19.</p>		

## Kennesaw State University FY2018 Year End Deadlines

Deadline	Accounts Payable <u>Invoices with a Purchase Order</u>	Estimated Value	Additional Requirements/Notes
04/06/2018 Friday 4:00 PM	Invoices dated 3/31/2018 or before.		All Invoices resulting from an established purchase order should be submitted to Accounts Payable as soon as they are received.  <a href="#">ePro receiving</a> must be completed no later than 24 hours after receipt of the product(s) and/or service(s).
05/04/2018 Friday 4:00 PM	Invoices dated 4/01/2018 through 04/30/2018.		
06/01/2018 Friday 4:00 PM	Invoices dated 5/01/2018 through 05/31/2018.		
06/15/2018 Friday 4:00 PM	Invoices dated 06/01/2018 through 06/14/2018.		
06/21/2018 Friday 4:00 PM	Invoices dated 6/15/2018 through 06/20/2018.		
6/29/2018 Friday 11:00 AM	Invoices dated 6/20/18 through 6/29/18.		Note: because POs are encumbered, these expenses will be expensed against budget in FY2018. Please send invoices for items received prior to 6/30/18 or prior to Accounts Payable as soon as possible.

## Kennesaw State University FY2018 Year End Deadlines

Deadline	Accounts Payable <u>Invoices without a Purchase Order</u> <u>(e.g. "OwlPay" Requests)</u>	Estimated Value	Additional Requirements/Notes
05/04/2018 Friday 4:00 PM	Payment Requests/Invoices dated 04/30/2018 or before.		Fully approved payment requests and back-up documentation must be processed in OwlPay by the deadline(s) indicated.
06/01/2018 Friday 4:00 PM	Payment Requests/Invoices dated 05/01/2018 through		
06/15/2018 Friday 4:00 PM	Payment Requests/Invoices dated 6/01/2018 through		
06/21/2018 Thursday 4:00 PM	Payment Requests/Invoices dated 6/15/2018 through 06/20/2018.		
6/29/2018 Friday 11:00 AM	Payment Requests/Invoices dated 6/22/2018 through 06/29/2018.		<i>To ensure invoices are expensed against the FY2018 budget, please do not wait until 6/29/18 to send them to AP. Any invoices that cannot be vouchered due to volume by end of day on 6/29/18 will be expensed against the FY2019 budget. They will be recorded for financial reporting purposes only. Please continue to send invoices to AP for items received prior to 6/30/18 as soon as possible.</i>
Deadline	Accounts Payable		Additional Requirements/Notes
06/22/2018 Friday 4:00 PM	Corrective/Adjustment Voucher Forms		

## Kennesaw State University FY2018 Year End Deadlines

Deadline	Payroll	Estimated Value	Additional Requirements/Notes
Thursday 06/14/2018 COB 5:00 PM	Special Pay Request (SPARS) Weekly paid employees		Must be received in OFS by 5:00PM Hand deliver if necessary.
Thursday 06/14/2018 COB 5:00 PM	All hard-copy time sheets (both retroactive and current period)		Must be received in OFS by 5:00PM Hand deliver if necessary.
Friday 06/15/2018 COB 5:00 PM	Bi-Weekly eTime		Must be entered into system by deadline.
Wednesday 06/20/2018 COB 5:00 PM	Special Pay Request (SPARS) Monthly paid employees		Must be received in OFS by 5:00PM Hand deliver if necessary.
Thursday 06/21/2018 COB 5:00 PM	Monthly eTime		Must be entered into system by deadline.
Deadline	Budgets		
06/15/2018 COB 5:00 pm	FY18 Fourth Quarter Budget Amendments		
Deadline	Bursar		
06/29/2018 10:00 am	Cash Receipts		
Deadline	Financial Reporting/General Ledger		
07/03/2018 4:00 PM	Year End Corrective Journal Entries		

 **If you have a Business Manager, please follow their individual departmental deadlines.** 

**[Office of Fiscal Services \(OFS\)](#)**

# Kennesaw State University FY2018 Year End Deadlines

Phone: (470) 578-6214

Emails:

Procurement	<a href="mailto:purchasing@kennesaw.edu">purchasing@kennesaw.edu</a>
P-Card	<a href="mailto:pcard@kennesaw.edu">pcard@kennesaw.edu</a>
Payroll	<a href="mailto:payroll@kennesaw.edu">payroll@kennesaw.edu</a>
Timesheets and SPARs	<a href="mailto:timesheet@kennesaw.edu">timesheet@kennesaw.edu</a>
Accounts Payable	<a href="mailto:vendor@kennesaw.edu">vendor@kennesaw.edu</a>
Travel-	<a href="mailto:travel@kennesaw.edu">travel@kennesaw.edu</a>
Budgets	<a href="mailto:budget@kennesaw.edu">budget@kennesaw.edu</a>
Compliance	<a href="mailto:compliance@kennesaw.edu">compliance@kennesaw.edu</a>

## Facilities Services

Phone: (470) 578-3602

Email: [facilities@kennesaw.edu](mailto:facilities@kennesaw.edu)

## University Information Technology Services (UITS)

Phone: (470) 578-6999

Email: [service@kennesaw.edu](mailto:service@kennesaw.edu)

## **Contact Information for Special Routing Approvals**

- 1) Computer-related purchases, including software, keyboards, and other miscellaneous computer equipment and peripheral equipment. For the most current ITS policy on such purchases, refer to the KSU Policy Portal (ref: <https://policy.kennesaw.edu/sites/web.kennesaw.edu/policy/files/technologypurchasingrelocationandsurplus.pdf>). Secure prior approval from ITS by completing the web form at: <http://uits.kennesaw.edu/support/formspurchases.php>.
- 2) Multimedia (audio-visual) equipment purchases such as digital cameras, VCR's, DVD players, TV's, camcorders, recording hardware, projectors, large-format digital displays (LCD, LED, etc.), microphones, and related equipment. For the most current ITS policy on such purchases, refer to the KSU Policy Portal (ref: <https://policy.kennesaw.edu/sites/web.kennesaw.edu/policy/files/technologypurchasingrelocationandsurplus.pdf>). Secure prior approval from ITS by completing the web form at: <http://uits.kennesaw.edu/support/formspurchases.php>.
- 3) Contracts and service agreements that are not university or statewide contracts must be submitted to the Contracts Office for approval using the Contract Submission Form. (<http://fiscalservices.kennesaw.edu/contracts/contract-submission-form.php>). Questions regarding the contract review process should be sent to [contracts@kennesaw.edu](mailto:contracts@kennesaw.edu).
- 4) Printed material, printed items, and/or products requiring the use of KSU's official logos and/or name. University Relations requires that such requirements be submitted for advance approval to [designapproval@kennesaw.edu](mailto:designapproval@kennesaw.edu) to ensure that KSU's image is projected in a cohesive manner in accordance with the registered trademarks and licensing. For the most current information on such purchases, review University Relations Visual Identity Program, Style Guide, and Licensing information at <http://www.kennesaw.edu/styleguide/index.shtml>.