

The mission of the Office of Fiscal Services (OFS) is to ensure the optimal accounting, monitoring, and reporting of the institution’s financial resources – in order to achieve the goals outlined in the University’s strategic plan. Our responsibilities include the following:

- Provide quality customer service to the University’s students, faculty, staff, and administrators.
- Receive and disburse the University’s funds in a timely, accurate, and reliable manner.
- Deliver accurate and timely financial analysis and information to support decision-making.
- Safeguard and manage the University’s financial assets in compliance with regulatory requirements.

Adherence to the deadlines below is critical to the successful closing of the fiscal year. If your department has internal deadlines earlier than those below, please adhere to your college/department’s fiscal, grant or business manager’s deadlines.

DATE	ACTION
12/15/20, Tuesday 4:00 PM Procurement	<ul style="list-style-type: none"> • Requests for Proposals (RFPs). <ul style="list-style-type: none"> ○ <i>Please note that the average processing time for RFP scope development to contract award, is seven months. For RFPs that cover university-wide services, or are used by multiple departments, more time is needed. This process can take up to a year.</i>
2/22/21, Monday 4:00 PM Procurement	<ul style="list-style-type: none"> • \$250,000 or more. • Fully Approved e-Pro Requisition with specifications/requirements for bidding (RFQ process, lowest price is the only selection factor) or approved Sole Source justification. • <i>Purchases that require additional approvals from other departments. Technology Purchases of \$250,000 or more require both UITS and USG/ITS approval.</i>
3/29/21, Monday Facilities Services	<ul style="list-style-type: none"> • Maintenance and Repair projects, i.e. moving, painting, flooring, ceiling tile replacement, new or replacement furniture (where room is not reoriented, and additional electrical, data, lighting or HVAC is not required or part of this furniture purchase), where University or Statewide contracts will be used. • Project Request Forms – online request form must be submitted and fully approved by the due date. Facilities Services requires advanced planning in order to accommodate all requests. • Please access the online form here.
3/29/21, Monday 4:00 PM Procurement	<ul style="list-style-type: none"> • \$100,000 to \$249,999.99. • <u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process) or approved Sole Source justification.
3/31/21, Wednesday 4:00 PM Budget	<ul style="list-style-type: none"> • Deadline to submit One-Time Funding requests.

4/2/21, Friday 4:00 PM Budget	<ul style="list-style-type: none"> • Permanent Budget Amendments. • Add/Change Position and Add/Change Position requests to be included in the original budget/G1.
4/9/21, Friday 4:00 PM Procurement	<ul style="list-style-type: none"> • \$25,000 to \$99,999.99. • <u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process) or approved Sole Source justification.
4/30/21, Friday Travel and Accounts Payable	<ul style="list-style-type: none"> • Travel Requests (fully approved) for trip end date through 6/11/21 or prior. • Invoices dated 4/30/21 and prior.
5/14/21, Friday 4:00 PM Contract Compliance	<ul style="list-style-type: none"> • Contracts for funds to be encumbered with FY21 funds must be submitted to the Contracts Compliance office.
5/21/21, Friday 4:00 PM Procurement	<ul style="list-style-type: none"> • \$24,999.99 or less. Last day for creating ePro requisitions other than one-time funded acquisitions. • <u>Fully Approved</u> e-Pro Requisition with specifications/requirements and any supporting back-up documentation. • <u>Exempt, University and Intergovernmental Purchases</u> – purchases from State, USG, or University/Agency contracts, and items classified as <u>exempt</u> with <u>Fully Approved</u> e-Pro Requisition.
6/1/21, Tuesday 8:00 AM P-Card	<ul style="list-style-type: none"> • All P-Card transactions that post for the May 2021 cycle (4/28/21 – 5/27/21) will be swept in Works.
6/4/21, Friday 4:00 PM Travel and Accounts Payable	<ul style="list-style-type: none"> • Travel Expense Reports (fully approved) for trip end dates through 5/31/21 or prior. • Payment Requests and Invoices* dated through 5/31/21.
6/10/21, Thursday 4:00 PM Payroll	Payroll Special Pay Request (SPARS) for Bi-Weekly employees must be submitted to Payroll Services by 4:00 P.M. on 6/10/21 . This would allow Human Resources (2) days to approve.
6/10/21, Thursday 4:00 PM P-Card	<ul style="list-style-type: none"> • P-Card statements for the May 2021 cycle are due in the Office of Procurement.
6/11/21, Friday 4:00 PM P-Card	<ul style="list-style-type: none"> • P-Card – Recommended date to cease usage so that transactions in a “bank authorized charge” status will post to Works by 6/30/21 for FY21. <ul style="list-style-type: none"> ○ <i>Transactions made after 6/11/21 may not have enough time to post as an authorized charge by 6/30/21.</i> ○ <i>Transactions that post in Works after 6/30/21 will be applied to FY22 funds.</i> • <u>One-time funded acquisitions – Exempt purchases</u> only where contracts or quote have to be negotiated.
6/13/21, Sunday 1:00 PM Payroll	<ul style="list-style-type: none"> • Bi-Weekly eTime Approval.

<p>6/17/21, Thursday 4:00 PM Budget</p>	<ul style="list-style-type: none"> • FY21 Fourth Quarter temporary Budget Amendments. • FY21 Payroll Reallocations/Express Direct Retros.
<p>6/18/21, Friday 2:00 PM Travel and Accounts Payable</p>	<ul style="list-style-type: none"> • Travel Expense Reports (fully approved) for trip end date 6/01/21 through 06/15/21. Every attempt will be made to expense travel reports for trip end dates after Tuesday 6/15/21 in FY21. However, based on the date the travel expense is fully approved, this cannot be guaranteed. • Payment Requests and Invoices* dated through 6/18/21. • Corrective/Adjustment Voucher Forms.
<p>06/21/21, Monday 4:00 PM Payroll Procurement</p>	<ul style="list-style-type: none"> • Special Pay Request (SPARS) for Monthly (Exempt) employees must be submitted to Payroll Services by 4:00 P.M. on 6/21/21. This would allow Human Resources (2) days to approve. • Monthly eTime and Absence Approval. • One-Time funded acquisitions from State, University or Intergovernmental Sources - Fully Approved e-Pro Requisition with specifications/requirements and any supporting back-up documentation.
<p>6/28/21, Monday 4:00 PM Travel, Accounts Payable and P-Card</p>	<ul style="list-style-type: none"> • Travel Expense Reports (fully approved) for trip end date 6/16/21 through 6/25/21 may be paid in FY21 and charged to your department's FY21 budget. <u>Any Travel Expense Reports not processed in FY21 will be expensed in FY22.</u> • Payment Requests and Invoices* dated through 6/25/21. • All P-Card transactions that post for the June 2021 cycle (5/28/21 – 6/28/21) must be allocated and signed off in Works or the charges will post to the default chart string. <ul style="list-style-type: none"> ○ <i>Transactions made after 6/11/21 may not have sufficient time to post as an authorized charge by 6/30/21.</i> ○ <i>Transactions that post in Works after 6/30/21 will be applied to FY22 funds.</i>
<p>6/30/21, Wednesday 11:00 AM Accounts Payable 2:00 PM Bursar and P-Card 2:00 PM</p>	<ul style="list-style-type: none"> • Payment Requests & Invoices* (fully approved) dated through 6/30/21. • All P-Card transactions will be swept from the Works system at this time. <ul style="list-style-type: none"> ○ <i>Be advised that some transactions made after 6/11/21 may not have sufficient time to post as an authorized charge by 6/30/21.</i> ○ <i>Transactions that post in Works after 6/30/21 will be applied to FY22 funds.</i> • Cash Receipts. Banner will be shut down after this time to allow for close-out and accounting for all fiscal year revenue.
<p>7/1/21, Thursday 11:00 AM P-Card</p>	<ul style="list-style-type: none"> • WORKS system will be swept of any remaining transactions dated 6/30/2021 and will be posted to FY22. <ul style="list-style-type: none"> ○ <i>Transactions that post in Works after 6/30/2021 will be applied to FY22 funds.</i>

<p>7/6/21, Tuesday 4:00 PM P-Card</p>	<ul style="list-style-type: none"> • P-Card Statements for the June 2021 cycle are due to the Office of Procurement. <ul style="list-style-type: none"> ○ <i>Transactions that post in Works after 6/30/21 will be applied to FY22 funds.</i>
<p>7/6/21, Tuesday 4:00 PM General Ledger/Financial Reporting</p>	<ul style="list-style-type: none"> • Year End Corrective Journal Entries.
<p>7/9/21, Friday 4:00 PM P-Card</p>	<ul style="list-style-type: none"> • P-Card Statements for the June 2021 cycle are due to the Office of Procurement. <ul style="list-style-type: none"> ○ Transactions that post in Works after 6/30/21 will be applied to FY22 funds.

*Note: Invoices tied to a purchase order must be [received in ePro](#). Purchase Orders are encumbrances which means that invoices charged to a purchase order are paid from the fiscal year the purchase order was created. For example, Invoice received on 5/8/21 for a purchase order created on 6/28/20 will be charged to FY20 not the current fiscal year.

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

Phone: (470) 578-6214

Emails:

Procurement	purchasing@kennesaw.edu
P-Card	pcard@kennesaw.edu
P-Card Statements	pcardstmts@kennesaw.edu
Contract Compliance	contracts@kennesaw.edu
Payroll	payroll@kennesaw.edu
SPARs	timesheet@kennesaw.edu
Accounts Payable	vendor@kennesaw.edu
Travel	travel@kennesaw.edu
Budgets	budget@kennesaw.edu
Financial Compliance	compliance@kennesaw.edu

[Facilities Services](#)

Phone: (470) 578-3602

Email: facilities@kennesaw.edu

[University Information Technology Services \(UITS\)](#)

Phone: (470) 578-6999

Email: service@kennesaw.edu

Contact Information for Special Routing Approvals

- 1) Computer-related purchases, including software, keyboards, and other miscellaneous computer equipment and peripheral equipment. This also includes 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>). Secure prior approval from UITS by completing the web form at: <http://uits.kennesaw.edu/support/formspurchases.php>.
- 2) 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.
- 3) 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 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>.