

Kennesaw State University FY2019 Year End Deadlines

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.*****

Facilities Services

Deadline	Action Item(s)	Estimated Value	Additional Requirements/Notes
Friday, 11/16/18 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.
Friday, 01/18/19 COB 5:00 PM	Maintenance and Repair projects, i.e. moving, painting, flooring, ceiling tile replacement, new or replacement furniture, where University or Statewide contracts will be used.	All	Please use the form on the link below: https://apps.kennesaw.edu/portal/prod/app_fac_prf/menu.asp

University Information Technology (UITS) Purchases - Quotes and Approvals

Deadline	Action Item(s)	Estimated Value	Additional Requirements/Notes
Friday, 05/10/19 COB 5:00 PM	<p>Technology Purchases for Computers, Telephones, Audio-Visual, Hardware, Software, iPads, Monitors, Scanners, Printers, Keyboards, Mouse/Mice, PC Speakers, other input devices and accessories, etc. that are available on State, BOR, or Agency Contract.</p> <p>Be cognizant of Technology Purchases, as they require an additional approval for all dollar values. Technology Purchases of \$250,000 or more require both UITS and USG/ITS approval.</p>	Less than \$250,000	<p>Technology Purchases require advance Special Routing approval from UITS, as well as quotes, which are only valid for 30 calendar days after date of issue.</p> <p>Reference: UITS Forms – Technology Purchases</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. 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. 2. Please allow up to two (2) weeks for UITS approval.

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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 28th. This role will inhibit a Requester’s ability to create ePro requisitions (this includes Special Requests and GeorgiaFIRST Marketplace Requisitions) from Friday, May 31st through Friday, June 28th. ePro is expected to re-open for FY20 use on or around Monday, July 8, 2019. A KSU Inform announcement will be issued when ePro is re-opened and available for FY20 use.*

Office of Procurement

Deadline	Action Item(s)	Estimated Value	Additional Requirements/Notes
Friday, 11/16/18 COB 5:00 PM	Requests for Proposals (RFPs).	All	<i>Please note that the average processing time for RFP scope development to contract award is seven months. For RFP that cover university-wide services or are used by multiple departments more time is needed, one year on</i>
Friday, 02/22/19 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements for bidding (RFQ process, lowest price is the only selection factor) or approved Sole Source justification.	\$250,000 or more	<i>Be cognizant of purchases that require additional approvals from other departments. Technology Purchases of \$250,000 or more require both UITS and USG/ITS approval.</i>
Friday, 03/29/19 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	
Friday, 04/12/19 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	
Friday, 05/17/19 COB 5:00 PM	<u>Fully Approved</u> e-Pro Requisition with specifications/requirements and any supporting back-up documentation.	\$24,999 or less	
Friday, 05/31/2019 COB 5:00 PM	Only purchases from State, BOR, or Agency contracts, and items classified as exempt with <u>Fully Approved</u> e-Pro Requisition.	All Dollar Amounts	

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P-Card

Deadline	Action Item(s)	Additional Requirements/Notes
Thursday, 05/30/2019 COB 5:00 PM	All P-Card transactions that post for the May 2019 cycle (04/28/19 – 05/27/19) must be allocated and signed-off in Works	
Monday, 06/10/2019 4:00 PM	P-Card statements for the May 2019 cycle are due in the Office of Procurement	
Friday, 06/14/2019 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 06/30/2019 for FY19	<p><i>Transactions made after 6/14/2019 may not have sufficient time to post as an authorized charge by 06/30/2019.</i></p> <p><i>Transactions that post in Works after 06/30/2019 will be applied to FY20 funds.</i></p>
Friday, 06/28/2019 3:00 PM	All P-Card transactions that post for the June 2019 cycle (05/28/2019 – 06/27/2019) must be allocated and signed off in Works or the charges will post to the default chart string.	
Saturday, 06/29/2019 9:00 AM	All P-Card transactions will be swept from the Works system at this time.	
Monday, 07/01/2019 9:00 AM	Works system will be swept of any remaining transactions dated 06/30/2019 and will be posted to FY2019	<p><i>Transactions that post in Works after 06/30/2019 will be applied to FY20 funds</i></p>
Wednesday, 07/10/2019 4:00 PM	P-Card Statements for the June 2019 cycle are due to the Office of Procurement	

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Travel & Expenses

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 05/03/2019 4:00 PM	Travel Requests for trip end date through 06/15/2019 or prior.	<p><i>Fully approved Travel Expense Reports and back-up documentation must be received by the Travel Team by the date stated.</i></p> <p><i>Travelers with trip dates through 06/15/19 are advised to submit their Travel Expenses Reports as timely as possible. Contact the Travel Team if you have any specific questions.</i></p>
Friday, 06/07/2019 4:00 PM	Travel Expense Reports (fully approved) for trip end date through 06/01/19 or prior.	
Friday, 06/21/2019 4:00 PM	<p>Travel Expense Reports (fully approved) for trip end date 06/01/19 through 06/15/19.</p> <p>Every attempt will be made to expense travel reports for trip end dates after Saturday 06/15/19 in FY19. However, based on the date the travel expense is fully approved, this cannot be guaranteed.</p>	
Thursday, 06/27/2019 4:00 PM	<p>Travel Expense Reports (fully approved) for trip end date 06/16/19 through 06/26/19 may be paid in FY19 and charged to your department's FY19 budget.</p> <p>Any Travel Expense Reports not processed in FY19 will be expensed in FY20.</p>	

Accounts Payable – Invoices with a Purchase Order

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 04/05/2019 4:00 PM	Invoices dated 3/31/2019 or before.	<p><i>All Invoices resulting from an established purchase order should be submitted to Accounts Payable as soon as they are received.</i></p> <p><i>ePro receiving must be completed no later than 24 hours after receipt of the product(s) and/or service(s).</i></p> <p><i>Note: because POs are encumbered, these expenses will be expensed against budget in FY19. Please send invoices for items received prior to 06/30/19 to Accounts Payable as soon as possible.</i></p>
Friday, 05/03/2019 4:00 PM	Invoices dated 4/01/2019 through 04/30/2019.	
Monday, 06/03/2019 4:00 PM	Invoices dated 5/01/2019 through 05/31/2019.	
Monday, 06/17/2019 4:00 PM	Invoices dated 06/01/2019 through 06/15/2019.	
Monday, 06/24/2019 4:00 PM	Invoices dated 06/16/2019 through 06/21/2019.	
Friday, 06/28/2019 11:00 AM	Invoices dated 06/22/19 through 06/28/19.	

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Accounts Payable – Invoices without a Purchase Order (e.g. “OwlPay” Requests)

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 05/03/2019 4:00 PM	Payment Requests/Invoices dated 04/30/2019 or before.	<i>Fully approved payment requests and back-up documentation must be processed in OwlPay by the deadline(s) indicated.</i>
Monday, 06/03/2019 4:00 PM	Payment Requests/Invoices dated 05/01/2019 through 05/31/2019.	
Monday, 06/17/2019 4:00 PM	Payment Requests/Invoices dated 6/01/2019 through 06/15/2019.	
Monday, 06/24/2019 4:00 PM	Payment Requests/Invoices dated 6/16/2019 through 06/21/2019.	
Friday, 6/28/2019 11:00 AM	Payment Requests/Invoices dated 6/22/2018 through 06/29/2018.	<i>To ensure invoices are expensed against the FY19 budget, please do not wait until 6/28/19 to send them to AP. Any invoices that cannot be vouchered due to volume by end of day on 6/28/19 will be expensed against the FY20 budget. They will be recorded for financial reporting purposes only. Please continue to send invoices to AP for items received prior to 6/30/19 as soon as possible.</i>

Accounts Payable

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 06/21/2019 2:00 PM	Corrective/Adjustment Voucher Forms	

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Payroll

Deadline	Action Item(s)	Additional Requirements/Notes
Thursday, 06/13/2019 COB 5:00 PM	Special Pay Request (SPARS) Bi-Weekly paid employees	<i>Must be received in OFS by 5:00PM Hand deliver if necessary.</i>
Sunday, 06/16/2019 1:00 PM	Bi-Weekly eTime	<i>Must be entered into system by 1:00 p.m. Sunday.</i>
Monday, 06/17/2019 COB 5:00 PM	Special Pay Request (SPARS) Monthly paid employees	<i>Must be received in OFS by 5:00PM Hand deliver if necessary.</i>
Monday, 06/17/2019 COB 5:00 PM	Monthly eTime	<i>Must be entered into system by deadline.</i>

Budgets

Deadline	Action Item(s)	Additional Requirements/Notes
Tuesday, 6/18/2019 COB 5:00 pm	FY19 Fourth Quarter Budget Amendments	

Bursar

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 06/28/2019 10:00 am	Cash Receipts	

Financial Reporting/General Ledger

Deadline	Action Item(s)	Additional Requirements/Notes
Friday, 07/05/2019 4:00 PM	Year End Corrective Journal Entries	

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

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Office of Fiscal Services (OFS)

Phone: (470) 578-6214

Emails:

Procurement	purchasing@kennesaw.edu
P-Card	pcard@kennesaw.edu
Payroll	payroll@kennesaw.edu
Timesheets and SPARs	payroll@kennesaw.edu
Accounts Payable	vendor@kennesaw.edu
Travel	travel@kennesaw.edu
Budget	budget@kennesaw.edu
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. 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 - <http://fiscalservices.kennesaw.edu/contracts/contract-submission-form.php>. Questions regarding the contract review process should be sent to 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 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>.