



May 19, 2014

Purchase Order Decisions

Things to remember:

- Purchase Orders (POs) – including Standing Purchase Orders (SPOs) – must have a minimum balance of \$1.00 in order to roll forward to Fiscal Year 2015.
- POs that you no longer need – but that have not been fully invoiced – will not close by themselves. Tell us to close them for you by emailing changeorder@cu.edu.

Questions? Contact FinProHelp@cu.edu or call 303.837.2161.

PSC Pitches in on Take Your Child to Work Day

On Thu, April 24, PSC staff kids joined children of other System Administration employees in a variety of activities celebrating Take Our Daughters and Sons to Work Day.



Break-out sessions by age group focused on money matters included visits from CU's Financial Super Heroes. The fun and learning continued into the afternoon with a PSC department lunch and other activities.

We were happy to see all the participants ... and pleased to thank all staff who helped plan activities that day (with a special thanks to Kaye Stewart-Hicks for her many efforts).

FYE Guides Online

The FY 2014 InfoPacket for Departments is now online and ready to help you navigate the ending of the fiscal year.

It includes a series of guides:

- Ensuring Posting and Payment in FY 2014
- Ensuring Accrual to FY 2014: Forms, PVs, and POs
- Ensuring Accrual to FY 2014: Travel Reconciliation and Procurement Card
- Accruals and m-Fin Reports – Paper Forms, Payment Vouchers, and Purchase Orders
- Accruals and m-Fin Reports – Travel Reconciliation and Procurement Card

Check out www.cu.edu/controller/finance to get the dates, do's, and don'ts of FYE for purchasing, payables, and travel.

Questions? Call the Finance & Procurement Help Desk at 303.837.2161 or email the consultants at FinProHelp@cu.edu.

Comprehensive Year-End Calendar Available

You can keep track of all the fiscal year-end deadlines on the Excel Year-End Calendar, available now at www.cu.edu/controller/finance.

FY 2014 Procurement Cutoff Reminder

Fri, May 23 is the last day to submit large-dollar (over \$5,000) requisitions that will use FY 2014 funds.

Requisition comments must state that the purchase must be received by June 30, 2014. Contact the appropriate purchasing agent for the specific commodity if you have questions.

Remember: You can continue to process small-dollar requisitions (requisitions \$5,000 and under) after this date.

Year-End Town Halls are Helpful Events

Fiscal Year-End Town Halls are being set up on the campuses. Check with your campus finance office for information.