

**Virginia Commonwealth University - 2017 Fiscal Year-End- Close Activities Calendar
PROCUREMENT SERVICES**

Cutoff Date	Cutoff Time	Transaction Type	By What Means?	Notes	Contact with Questions
May 27	04:30 PM	Competitive Purchases Between \$10k-\$50k	eVA Requisitions	Requisitions received "after" this cutoff will <u>ONLY</u> be processed as time permits (no guarantee they will hit FY2017). Example, BVA (Best Value Acquisition).	Josh Van Dyck x6-2878
June 1	04:30 PM	Moving & Relocation Reimbursements	Email to moverelocate@vcu.edu (Successfully Delivered)	Moving and Relocation reimbursement requests received by this date with all necessary documentation will be submitted to Payroll for payment in FY2017	Amy Nugent x6-2890
June 2	04:30 PM	Contract Approval	Email to contracts@vcu.edu (Successfully Delivered)	Contracts received "after" this cutoff will <u>ONLY</u> be processed as time permits (no guarantee they will be returned in FY2017).	Fred Delboy X8-9187
June 9	04:30 PM	Non-Competitive Purchases > \$10k	eVA Requisitions	Requisitions received "after" this cutoff will <u>ONLY</u> be processed as time permits (no guarantee they will hit FY2017). Example, sole source, contract orders, etc.).	Josh Van Dyck x6-2878
June 14	04:30 PM	Non-Employee Reimbursement Set up (Vendor Create)	Email to vendinfo@vcu.edu (Successfully Delivered)	Reimbursements to non employees through Chrome River require vendor set-up in Banner. Non-employee information will be available in <u>Chrome River June 15, 2017</u> .	Jackie Glover x8-0903
June 15	Midnight	Pcard	Pcard Transaction (Fully Processed by Vendor)	Bank of America (BOA) transactions posted from <u>05/16- 06/15/2017</u> will hit FY2017. Pcard transactions from 06/16/2017 forward will hit FY2018.	Molly Gross x8-1063
June 15	Midnight	Airline Purchases	Agency Travel Card (ATC) (Fully Processed by Vendor)	Bank of America (BOA) transactions posted from <u>05/16 - 06/15/2017</u> will hit FY2017. ATC transactions from 06/16/2017 forward will hit FY2018.	Molly Gross x8-1063
June 16	04:30 PM	Invoices	Email to deptinvoices@vcu.edu (Successfully Delivered)	Invoices received "after" this cutoff will <u>ONLY</u> be processed as time permits (no guarantee they will hit FY2017).	Valerie Washington x8-1060
June 16	04:30 PM	Travel & Personal Reimbursements	Chrome River (Fully Approved Transaction)	Requests received "after" this cutoff will <u>ONLY</u> be processed as time permits (no guarantee they will hit FY2017).	Chris Messenger x8-1078

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June 16	04:30 PM	Requisitions for "Change Orders" to POs Greater Than \$10k	eVA Requisitions (Fully Approved Transaction)	Requisitions received in Purchasing "after" this cutoff will <u>ONLY</u> be processed as time permits (no guarantees).	Josh Van Dyck x6-2878
June 22	04:30 PM	Pcard	Pcard Allocations	Allocations must be completed by close of business in order for Banner upload to be completed	Molly Gross x8-1063
June 23	04:30 PM	Requisitions for "Change Orders" to POs Less or Equal to \$10k	eVA Requisitions (Fully Approved Transaction)	Requisitions and POs keyed into eVA for purchases < \$10k (delegated authority) may be entered up to this point.	Jackie Glover x8-0903
June 23	04:30 PM	Requisitions for POs < \$10k	eVA (Fully Approved Transaction)	Requisitions and POs keyed into eVA for purchases < \$10k (delegated authority) may be entered at any time up to this point.	Jackie Glover x8-0903
June 30	Noon	Receiving	Banner (Fully Approved Transaction)	You <u>MAY ONLY</u> make receiving entries for goods/services that are <u>ACTUALLY received by VCU</u> . Do not process receiving transactions expected in the future.	Jackie Glover x8-0903
June 30	03:00 PM	Journal Vouchers	Banner (Fully Approved Transaction)		Check with Your Fiscal Adm
June 30	03:00 PM	All Transaction Approval Authority (Including Journal Vouchers)	Banner	Entries in Banner will not be permitted in Banner beyond this date/time. The Controller's Office will notify VCU when Banner re-opens.	Controller's Office
Due to high volumes, departments are responsible for monitoring their transactions to completion.					