

July 26, 2000

TO: John Jackson, Interim Chancellor at SIUC
David Werner, Chancellor at SIUE

FROM: Frank E. Horton, Interim President

RE: Guidelines for Closing-Out Fiscal Years

I am herewith promulgating the following guidelines for the close-out of fiscal years. The guidelines are intended to formalize a number of practices that already exist on the campuses and to facilitate plans for successful close-out of fiscal years, which require coordination and establishment of specific procedures. A draft was provided to campus fiscal staff for their review and suggestions for amendments.

The following general guidelines apply:

1. For appropriated funds, all invoices for goods or services contracted for or received by the end of the fiscal year on June 30th must be processed in time for payment to be made by the State Comptroller prior to August 31st. All appropriations remaining after this date will lapse back to the State Treasury.
2. The Chancellor, or his designee, shall establish dates to receive final requisitions for equipment, supplies, services, and other expenses. The deadline dates for submission of proposed items shall be published, strictly enforced, and adhered to by all employees.
3. Requisitions or vouchers submitted after the established date(s) will require a letter of justification and approval by the Chancellor, or his designee. This privilege should only be extended on an emergency basis.
4. The Chancellor, or his designee, shall establish procedures for requisitions that require formal Board approval that allows sufficient time for the University to process these transactions.
5. All instructions and guidelines issued by the State of Illinois Comptroller Office for state appropriated accounts (i.e., expenditure authority accounts) shall be adhered to and all submission dates shall be promptly met.
6. The Chancellor, or his designee, shall submit an annual close-out calendar to the Office of the President by April 1st.

I would appreciate your distribution of this document to key administrators and other interested persons.

FEH/jrc

cc: Elaine Hyden
Corey Bradford