


Memo

To: All UPEI Account Holders
From: Tara Judson, Comptroller 
Date: April 18, 2018
Subject: Fiscal Year-End - April 30, 2018

The Campus community is reminded that the University's fiscal year-end is April 30, 2018.

1. Requisitions for Purchase Orders – 2017/18 Budget Year:

All requisitions for purchases to be charged to the 2017/18 budget year will be processed by Procurement if received by noon on Monday, April 23, 2018 subject to budget availability. To ensure that 2017-18 expenditures are recorded in the 2017-18 operating year, all requisitions must be completed and approved by the appropriate Spending Authority in *myUPEI* **no later than 12 noon Monday, April 23, 2018. Before creating a requisition, you should be reasonably certain that you will have the purchase delivered and received in myUPEI by April 30, 2018 (see item 2 below).**

If it is necessary to enter requisitions for 17/18 purchases after this deadline, contact Carolyn Garro at 902-566-0315.

2. Receiving Goods at myUPEI:

- For purchases charged to the 2017-18 budget, the **purchases must be invoiced, received on campus and received by you in myUPEI on or before April 30, 2018**, and as such, requisitions will be reviewed for acceptability prior to the April 23, 2018 final cut-off date.
- During this year end period, when requisitioning goods or services for delivery and receipt for the 2017-18 budget year, please ensure your supplier's invoice is submitted to invoices@upei.ca for payment on or before **May 11, 2018**.

- Goods invoiced or received after April 30, 2018 will be charged to the next fiscal year (2018-19).
3. Hours worked and approved for the month of April will be charged to the 2017-18 fiscal year for students and other hourly-rate employees.

Thank you for your ongoing cooperation.