

FY2013 CLOSING SCHEDULE

In order to ensure that expenditures are processed against your FY2013 budget, please submit all outstanding paperwork by the below deadline dates.

- *Paperwork received by the deadlines below will be processed in FY2013.*
- *Paperwork received after these deadlines will be processed in FY2014.*
- *All expense related activities that occur after June 25th need to be reported to your supporting FBC so that the appropriate expense accruals can be created.*

FY2013 Processing Deadline	Financial Transaction
Friday, June 14th at 5pm	<ul style="list-style-type: none"> • Travel Expense Report Submission (Concur)
Wednesday, June 19th at 5pm	<ul style="list-style-type: none"> • Invoice Payment cutoff
Monday, June 24th at 5pm	<ul style="list-style-type: none"> • Packing slips and Credit Card receipts for prior purchases
Tuesday, June 25th at 5pm	<ul style="list-style-type: none"> • Notification to supporting FBC of all outstanding expenses that will need to be accrued/deferred
Thursday, June 27th at 5pm	<ul style="list-style-type: none"> • Request for Payment cutoff • JV Billing of MIT DLCs for Revenue

Immediately inform your FBC and/or FA of the following:

- Changes or possible changes in your spending plan from Q3 year end projections.
- When you know you will receive goods or services prior to June 30th, but will not have the invoice in hand by the processing deadline (June 19th).
- Problems or possible problems meeting these deadlines (e.g., invoice will arrive late).
- Any requisitions or purchase orders you've created so that the commitment can be monitored.
- Any questions or issues you may have.

FBC and FA Contact List by Area

Area	FBC / FA
Administrative Systems	Rosalind James / Corinne Hamilton / Andrea Sullivan
Education Systems	Rosalind James / Corinne Hamilton / Andrea Sullivan
Data Management	Rosalind James / Corinne Hamilton / Andrea Sullivan
Systems Engineering	Rosalind James / Corinne Hamilton / Andrea Sullivan
Operations & Infrastructure	Mark Jones / Eileen Kenney
Customer Support	Mark Jones / Sean Nicholson
Administration	Paul Dawson
Telephone & Network Service Center (TNSC)	Paul Dawson