

Purpose. To advise employees of year-end closing procedures, actions and due dates for Fiscal Year 2012 Closing

Expiration Date. September 30, 2012

Background. Fiscal year 2012 is quickly coming to a close and in order to assist Financial Management (FNM) in closing out the financial books, as accurately as possible, we are requesting that every office adhere to the required actions and due dates listed below.

Explanation. It is imperative that due dates be strictly adhered to in order that FNM has sufficient time to process financial documents in FMMI and analyze the status of funds prior to September 25, 2012. This will allow sufficient time to take any necessary actions to ensure a clean fiscal year-end closeout. Your cooperation will result in a smooth year-end closing and accurate accounting of our obligations.

1. All travel authorizations for planned travel that is to occur prior to the end of the fiscal year, must be created and **approved** in the GovTrip system **no later than noon on Friday, August 31**. Authorizations for unanticipated travel must be created immediately upon notification of the need to travel. If for some reason an authorization is not able to be created by September 25, send an email to Mary Goode (mary.goode@id.usda.gov) with the travel dates, estimated cost of travel, and the fund code that travel will be charged to. This information is due to Mary Goode no later than noon on September 26.
2. Direction for creating travel authorizations for travel that is to occur starting October 1, 2012 (FY 2013) will be forthcoming. Please refrain from creating authorizations for the new fiscal year until directions are received.
3. **All Purchase Cardholders:** The cut-off dates must be strictly followed. For **Field Office and State Office** cardholders, **August 31, 2012**, is the last day to make purchases. Offices should evaluate their need for routine operating supplies and place their orders for items they need to operate through the end of September. Purchases during the month of September should be only for unforeseen emergency needs. The only cardholders who are exempt from this cutoff date are Bonnie Long, Tammy Egbert, Sandy Gallardo-Cook and Andrea Marks-Cash; and State Office cardholders, Pam Dugan and Arin Nesbitt in order to complete emergency purchases. All other purchase cardholders must adhere to the cutoff date UNLESS directed by the State Administrative Officer to make specific purchases. If

an **emergency** purchase is needed after the designated cutoff date, contact Geno Bulzomi, SAO, at 208-378-5704. Purchase cardholders must complete their reconciliation of outstanding purchases by **September 21, 2012** and approvers must complete the approval process by close of business on **September 22, 2012**. Purchases that have not appeared in AXOL for reconciliation or cardholders are unable to reconcile and have the purchase approved by September 23 must be reported to FNM in order to be recorded as an accrual, no later than close of business on September 26, 2012. The attached purchase card accrual form **MUST** be completed for all un-reconciled and unapproved purchases and submitted to FNM via fax or hand delivery along with a copy of the supporting documentation (ie: invoice, packing slip, AD-700, etc) for each entry. The FAX number is 208-685-6918. The **absolute** cutoff date for all cardholders to make any purchase is September 21. Purchasing may resume after October 1, 2012.

4. Send all your invoices for payments, including SF-1164 (claim for reimbursement for expenditures on official business) to Susan Good. These must be **RECEIVED** in Financial Management no later than noon on September 24.
5. Direction on Protracts cutoff dates will be forthcoming.

Contact. Questions regarding information provided in this bulletin should be directed to Mary Goode, Budget Officer at 208-378-5713.

/s/ Geno Bulzomi Acting for

CLINT EVANS
Acting State Conservationist