Tip of the Month – June 29, 2012

What? An email from the Business Office
Why? To inform, remind, suggest or notify
When? Monthly
Who? From the Business Office to employees

Reminders

• Year end is here. It is important to have a clean year end cut off. This means that FY 2012 activity should be recorded in FY 2012 and FY 2013 activity should be recorded in FY 2013. We hold the books open for a certain period of time to allow this to happen. In order for your FY 2012 invoices and check requests (for goods and services received prior to July 1, 2012) to be charged to your 2012 budget, we must receive them in the Business Office by **July 16**.

• Wright Express credit card holders, please submit your approved June statement activity to the Business Office as soon as possible but no later than **July 16**, in order for the charges to be applied to your fiscal year 2012 budgets. (Please adhere to any internal deadlines within your department, for review and approval.)

• All 2012 vendor invoices and reimbursement requests should be submitted to the Business Office no later than **July 16**.

• The deadline for submitting online GL transfer requests pertaining to 2012 is **July 18**. Please indicate in the comments field if the transfer is for fiscal 2012 or fiscal 2013.

Notification

• Your 2012-2013 budget is now available in the budget tool. It can be accessed at [https://my.hamilton.edu/budget](https://my.hamilton.edu/budget)

For feedback or questions please call me at x 4313.

Shari