The March 18th deadline has been extended to Friday, March 20th.

Please feel free to reach out to us if you have any questions and/or concerns.

Budget – budget@ggc.edu
Accounts Payable – ap@ggc.edu
Travel – travel@ggc.edu
Purchasing – purchasing@ggc.edu

Regards,

Vanessa D. Snavely
Assistant Controller

Georgia Gwinnett College
Business & Finance
B-2670
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Lawrenceville, GA 30043
www.ggc.edu
construction of a new Health Center in Building H.

Departmental funds will be subject to the sweep after the Fiscal Year-End dates outlined below.

Your assistance and cooperation in meeting the established deadlines is greatly appreciated. If you have any questions or need additional information, please contact the appropriate business office department as indicated in this memorandum.

All Fiscal Year End documentation can be found on the Business & Finance website.

A separate notice will be sent when 2021 budgets are available.

**PURCHASING**
Contact: purchasing@ggc.edu

1. All purchase order requisitions regardless of funding source should be submitted to purchasing by 3/6/20.

2. Any increases to Purchase Orders after this date must be approved by the area VP for all funds. Funds 10000, 10500 & 10600 will also be subject to fund availability.

**ACCOUNTS PAYABLE**
Contact: ap@ggc.edu

**Funds 10000, 10500, & 10600:**

1. Template due date – 03/18/20 – 03/20/20
   a. Anticipated payment requests for the remainder of FY20 invoices should be listed on the FY20 State Funding YE template and submitted by the area VP to budget@ggc.edu no later than 03/18/20. Departmental funds will be subject to the sweep after this date.

2. Invoice submissions – 05/20/20
   a. All invoices that are submitted to Accounts Payable should either reference a purchase order or should not exceed the amount listed on the FY20 State funding YE template.

   b. Departments may continue to submit payment requests after this deadline; however, they may not be processed until fiscal year 2021, depending on year-end volume constraints. Invoice entry is prioritized to enter the oldest invoices first. Payment requests must be properly approved, include supporting documentation, and have a sufficient encumbrance balance, where required, in order to ensure payments are processed promptly to meet the year end deadliness. The final AP payment run, including payments via wire transfer and check, for all invoices is 6/19/20.

**Funds 12xxx_13xxx_14xxx_16xxx_20xxx_6xxxx:**

1. Template due date – NONE
a. The FY20 State Funding template does not apply to these funds.

2. Invoice submissions – 06/05/20
   a. The deadline to submit approved invoices and all other AP Payment Request Forms for processing is 6/5/20.

   b. Departments may continue to submit payment requests after this deadline; however, they may not be processed until fiscal year 2021, depending on year-end volume constraints. Vendor invoice entry is prioritized to enter the oldest invoices first. Payment requests must be properly approved, include supporting documentation, and have a sufficient encumbrance balance, where required, in order to ensure payments are processed promptly to meet the year end deadlines. The final AP payment run, including payments via wire transfer, for all invoices is 6/19/20.

Travel
Contact: travel@ggc.edu

Funds 10000, 10500, & 10600:

1. Template due date – 03/18/20 - 03/20/20
   a. All Travel related expenses that are expected to occur between 03/18/20-06/30/20 should be listed FY20 State Funding YE template and submitted by the area VP to budget@ggc.edu no later than 03/18/20. Prior approval forms are not required to be included in this submission. Departmental funds will be subject to the sweep after this date.

2. Budget Transfer Request (BTR) due date – 03/18/20 - 03/20/20
   a. A BTR should be submitted by 03/18/20 to budget@ggc.edu, if needed, to ensure that the amount listed on the FY20 State Funding YE template is available in departmental budgeted travel funds.

   b. The FY 20 State Funding YE template travel tab should be attached to the BTR to support the transfer. Prior approval forms are not required to be included in this submission.

3. Expense Report submissions via the T&E module – 05/20/20
   a. Continue to submit expense reports via the T&E module until 05/20/20. If an expense report is submitted that is not listed on the FY20 State Funding YE template, a justification will be required and may need VP approval before the expense report will be processed.

   b. After 05/20/20, travel@ggc.edu will reach out to departments on an as-needed basis for any remaining travel for the fiscal year. At that time departments may be requested to validate remaining travel commitments and provide the prior approval forms.

Funds 12xxx_13xxx_14xxx_16xxx_20xxx_6xxxx:

1. Template due date – NONE
a. The [FY20 State Funding template](#) does not apply to these funds.

2. Budget Transfer Request (BTR) due date – NONE
   a. The [FY20 State Funding template](#) does not apply to these funds.

3. Expense Report submissions via the T&E module – 06/05/20
   a. The deadline to expense reports for processing is 6/5/20.

**PCARD**
Contact: [pcard@ggc.edu](mailto:pcard@ggc.edu)

**Funds 10000, 10500, & 10600:**

1. Template due date – 03/18/20-03/20/20
   a. Anticipated Pcard purchases should be listed on the [FY20 State Funding YE template](#) and submitted by the area VP to budget@ggc.edu no later than 03/18/20. The anticipated Pcard purchases includes transactions expected to occur AFTER the March billing statement (i.e. only include transactions that are expected to occur after 03/27/20). Departmental funds will be subject to the sweep after this date.

2. Pcard purchases – 05/20/20
   a. All invoices that are paid after 03/20/20 should not exceed the amount listed on the [FY20 State funding YE template](#) and must be processed by 05/20/20.

3. Pcard use can resume on June 28, 2020. All transactions after this date will post to the ledger with a fiscal year 2021.

**Funds 12xxx_13xxx_14xxx_16xxx_20xxx_6xxxx:**

1. Template due date – NONE
   a. The [FY20 State Funding template](#) does not apply to these funds.

2. Pcard purchases – 06/05/20
   a. The deadline to submit invoices for payment on the pcard is 6/5/20

3. Pcard use can resume on June 28, 2020. All transactions after this date will post to the ledger with a fiscal year 2021.

**Frank Hardymon**

*Vice President for Business & Finance/CBO*

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