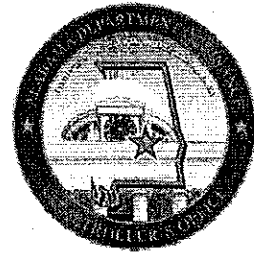




STATE OF ALABAMA
Department of Finance
Office of the State Comptroller

100 North Union Street, Suite 220
Montgomery, Alabama 36130-2620
Telephone (334) 242-7050 Fax (334) 242-7466
www.comptroller.alabama.gov



Kay Ivey
Governor

Clinton Carter
Finance Director

Kathleen D. Baxter, PhD, CGFM, CPM
State Comptroller

Michael G. Hudson, CGFM
Deputy Comptroller

May 21, 2018

MEMORANDUM

TO: ALL CHIEF FISCAL OFFICERS
FROM: Kelly Butler, Assistant Finance Director
Kathleen D. Baxter, State Comptroller
Michael A. Jones, State Purchasing Director
SUBJECT: PROCEDURES FOR END OF FISCAL YEAR, SEPTEMBER 30, 2018
BEGINNING OF FISCAL YEAR, OCTOBER 1, 2018

The procedures and deadlines have been established for closing the fiscal year. The last working day will be September 26, 2018. ***The deadline information is available online at www.comptroller.alabama.gov.*** There is also a calendar for use as a quick reference. If your agency does not have access to the internet, please contact Pam Harris at pam.harris@comptroller.alabama.gov or (334) 242-4225 for a paper copy of this document.

Please be aware of the dates in this memo. The date deadlines for payment documents and for closing prior year encumbrances will be strictly adhered to.

Departments must ensure that sufficient cash, appropriation, allotment and expense budget authority are available to cover all transactions by the deadline dates. Note that the thirteenth accounting period for FY2018 will end on November 30, 2018.

The last few days of the fiscal year are a critical time for processing documents. During this time, all rejected documents are handled special because of time constraints. Therefore, it is **very important** that members of your staff be available to answer questions, make necessary changes, or otherwise help resolve problems as they arise. The first working day of FY2019 will be October 1, 2018.

PURCHASING

REQUISITIONS

FY 18 Documents

JUNE 25

All RQS's for bids requiring a site visit must be submitted to State Purchasing by this date.

All Information Technology RQS's which require bidding must be submitted for approval to the Office of Information Technology (OIT) by this date.

JULY 6

All other RQS's (non-technology) which require bidding must be submitted to State Purchasing by this date.

AUGUST 8

All bid Award Letters must be received from the agency by this date.

AUGUST 17

State Purchasing will set all outstanding FY 18 bid documents to award.

All FY 18 purchase documents (RQS/DO) must be submitted to State Purchasing by this date.

SEPTEMBER 14

All FY 18 documents (except Capital Outlay) must be converted to purchase orders/delivery orders. Any document(s) remaining in State Purchasing that has not been converted to a purchase order/delivery order by September 14 will be returned to the department. The department may resubmit these after October 1 to be processed against the new fiscal year (FY 19) budget.

PURCHASING (CONTINUED)

FY 19 Documents

AUGUST 13

Agencies can begin entering FY 19 preprocessing RQN's if all Chart of Accounts are available. It is essential that the FY 19 account codes be used on the FY 19 documents.

- Jobs Aids for RQN can be found at www.purchasing.alabama.gov under Purchasing News.

SEPTEMBER 18

Last date to submit FY 19 preprocessing RQN's.

OCTOBER 1

Agencies can begin submitting FY 19 Delivery Orders to State Purchasing.

PURCHASE ORDERS

FY 17

SEPTEMBER 4

All outstanding FY 17 purchase orders, (including Professional Services contracts) except for appropriation 050 – capital outlay, will be closed in STAARS.

FY 18

SEPTEMBER 17

State Purchasing will suspend processing of any FY 18 purchase order / deliver order modifications during the period of September 17 – September 28.

FOR ASSISTANCE, EMAIL: TERRI COLE, STATE PURCHASING
terri.cole@purchasing.alabama.gov