FISCAL YEAR-END 2015 REMINDERS AND SUPPORT STAFF

FY2015 Business:

- **POs remaining open for FY2016**: Open POs will be rolled for you on July 21, 2015 as part of the Fiscal Year End Close process. Please do not request manual changes to PO Accounting Dates.

- **Receipts for FY2015 POs**: Receipts for goods or services received by June 30th must be created in a timely fashion with a "Date Received" no later than June 30, 2015. If goods or services were received after June 30, the "Date Received" field should be entered as July 1, 2015 or later. Instructions can be found here.

- **Closing POs**: We will send you a list of your Open POs, asking you to remove from the list all POs that need to remain open, and to send the list back to us. Any PO remaining on the list when you send it back will be closed. Please let your designated campus contact (shown below) know if you have questions. If the PO status in MaineStreet Marketplace is "Soft-Close", it will close automatically and needs no additional intervention.

- **Invoice Processing**: Invoices need to be received by Accounts Payable in a timely fashion. If invoices are sent directly to you please forward them as soon as possible via email to UMAP@maine.edu or Fax 207-581-2698.

- **Information about FY2015 Payments to Suppliers (Posted –vs- Paid)**: For an invoice to be charged to FY2015 the "Accounting Date" on the voucher must be no later than June 30, 2015 and the voucher must be posted in PeopleSoft, however it is **not necessary that the payment** to the supplier be made by June 30th.

FY2016 Business:

- **FY2016 POs**: Requisitions for FY2016 purchases should be created on or after July 1st. If the requisition is created before July 1st the PO may encumber funds in the wrong Fiscal Year.

General Questions: Please let us know if you have questions about handling Purchase Orders or Invoices during the Fiscal Year End Close period (July 1 - July 16). A list of Strategic Procurement Support Staff contact information follows.

OFFICE OF STRATEGIC PROCUREMENT SUPPORT STAFF

We are providing contacts by Campus for your convenience only. If you are not able to reach the support person for your campus you may contact any of the Strategic Procurement Support Team Members below for assistance.

**Purchasing and General Support:**

- **UMA/UMF**: Kim Moody, dulac@maine.edu  621-3034
- **UM**: Kelly Bannen, kelly.bannen@maine.edu  581-2612
  Kim Heath, kim.heath@maine.edu  581-2697
- **UMM/UMFK/UMPI**: Heather Kennedy, heather.l.kennedy@maine.edu  768-9543
- **USM**: Katie Mahoney, katherine.mahoney@maine.edu  780-5207
- **USM Facilities-Related Purchasing**: Paul Kuplinski, paul.kuplinski@maine.edu  780-4162
  Jessica Picard, jessica.picard@maine.edu  780-4304

**Governance and University Services:**

- Anne-Marie Nadeau, amnadeau@maine.edu  621-3261
- Kim Heath, kim.heath@maine.edu  581-2697

**PCard:** Stephanie LeBlanc, stephanie.m.leblanc@maine.edu  621-3099

**Travel & Expense:** Nina Conners, nina.conners@maine.edu  581-2708

**Accounts Payable:** Donita Gallant, donita.gallant@maine.edu  581-2692