Fiscal Year-End Expenditure Deadlines

OVERVIEW

WSU departments are to ensure that all transactions which are meant to be borne by the current fiscal year's allocation are completed by the fiscal year-end deadlines.

See *BPPM* 40.03 for expenditure deadlines for grants and contracts (programs 11-14).

Spending Limits

The state of Washington legislature sets appropriations by fiscal year. Appropriations not spent by the end of the fiscal year revert to the state.

Carry Forward

WSU uses local fund flexibility to permit departments to carry forward balances from one fiscal year to the next. The University does not intend for areas to accumulate large year-end balances. Large departmental balances, either positive or negative, cause institutional fund balance problems.

Do Not Carry Forward

NOTE: Some departments receive allocations having legislative or University provisions for their use during a particular fiscal year. Departments must completely spend any such appropriations by the end of the fiscal year or the remainder of the funding reverts to the state or to the University.

Negative Carry Forward Not Permitted

Each administrator is responsible for all budgets within her or his department or area. Overdrafts are considered a serious personnel issue (*BPPM* 30.21).

DEADLINES

Purchase Requisitions

To help assure delivery by the end of the fiscal period (June 30), submit requisitions to Purchasing for off-campus purchases prior to the following dates:

- Supplies and services (object 03) and noncapitalized equipment (object 16)—April 1
- Equipment (object 06)—March 1

NOTE: Departments may order goods and services prior to June 30 which are to be charged against the subsequent fiscal period’s allocation provided the items/services bear a delivery date of July 1 or later and are accounted for as encumbrances of the new fiscal period.
Fiscal Year-End Expenditure Deadlines

Purchase Requisitions (cont.) Departments must comply with the bid process for purchases over the direct buy limit, in accordance with state law (BPPM 70.13).

Controller's Fiscal Year-End Memorandum By the end of May of each year, the Controller's Office publishes a memorandum which sets the fiscal year-end cutoff deadlines for submitting documentation concerning:

- Receipt of goods and services.
- Interdepartmental Requisitions and Invoices (IRIs).
- Payroll expenditures.
- Travel expenses.
- Expenditure Transfer Requests (ETRs).
- Property inventory.
- Revenue.

See the Controller's fiscal year-end memorandum for further instructions or contact the Controller's Office.