Date: June 2, 2015
To: All Faculty and Staff
From: Amy Roderick, Controller
Re: FY15 Year End Close

WPI’s fiscal year end is just around the corner. Accordingly, we have posted our year end processing dates to the Controller’s Office website. We kindly ask that you take a moment to review the schedule and forward any questions as soon as possible.

Please note that **FY15 check requests and expense reports** are due to the Finance Office by **Monday, July 13**th. These will be reviewed and posted into the appropriate fiscal year based on the date services were performed or goods were received. **Please do not hold ANY invoices.** If FY15 bills are not received by July 13th, please email me directly at alroderick@wpi.edu by July 17th to ensure the expense is properly charged to FY15.

For **Pcards**, it is extremely important that all FY15 charges are signed off by the cardholder and manager by **Friday, June 26**th. Whenever possible, we ask that you do not use your Pcard after **Wednesday, June 25**th for equipment or supplies to allow for proper cutoff. We understand charges will occur for those travelling.

Interdepartmental transfers (**IDTs**) are due **Monday, July 13**th. We will process all IDTs received by h July 13th as an FY15 transaction, unless marked otherwise. After this date, you will have an opportunity to review your budgets and make final corrections.

The **first Banner close** will be the afternoon of **Friday, July 17**th. Fund balances will carry forward to FY16; outstanding FY15 encumbrances are removed; and accounts payable will be closed. Please note that Banner Finance will not be accessible during this time. We will send reminder emails as the date approaches but it may be helpful to mark your calendars in advance. After this close, we would appreciate a final review of your budgets and accounts early in the week of Monday, July 21st. **Final corrections are due Friday, July 24**th. **Please note we cannot make any FY15 corrections after this date.**

As always, thank you in advance for your cooperation and support. Please feel free to reach out to me directly at X-5242 or alroderick@wpi.edu with any questions, comments, or concerns.