TO: Club Treasurers

FROM: The Student Affairs Business Service Center (SABSC)

SUBJECT: 2012 Fiscal Year End Information and Deadlines

DATE: April 2, 2012

Below are important fiscal year end information and deadlines. Our goal is to alert you to fiscal year end dates and provide you with sufficient planning time to submit all financial requests to the SABSC.

IMPORTANT DATES

April 30
P-Card use for 2012 will close. April is the last month Registered Student Organizations are allowed to use their P-Cards. The 27th is the closing date for the April billing cycle.
P-Card holders must print their statements and submit their P-Card reconciliations by the P-Card Reconciliation Due Date, May 4th.

May 7
The following expenditures must be submitted to the SABSC:
- Outside Vendor Forms
- BC Student Reimbursement Forms
- BC Employee Payment Forms
- Award/Honorarium Forms
- eMarket Reconciliation Forms

May 25
- Transfer Request Forms
- Student Hire and Payment Forms

If you requested a Purchase Order (PO) during the Fiscal Year, invoices must be submitted to Procurement Services. Contact the vendor that you requested a PO for and request that any outstanding invoices be sent to:

Boston College
Procurement Services
129 Lake Street, Room 250
140 Commonwealth Avenue
Chestnut Hill, MA 02467

PO Invoices can also be faxed to (617)552-2369.
Remind the vendor to include the Purchase Order number on the Invoice.

IMPORTANT INFORMATION
- All paperwork must be signed by your Student Programs Office, Office of the Dean for Student Development or Office of Graduate Student Life Advisor and submitted to the SABSC by 5pm.
- Any incorrect or incomplete forms submitted by the deadline will be returned and treated as post-deadline requests.
- Paperwork submitted after the deadline is not guaranteed to be processed before the fiscal year end and may be charged to the club’s 2012-2013 budget.
- Deposits will continue to be accepted on a regular basis.

Thank you for your cooperation.