CPCC FINANCIAL SERVICES
PROCEDURES FOR YEAR-END CLOSING FOR JUNE 30, 2010
STATE AND COUNTY FUNDS ONLY
State account numbers begin with 11- or 17- and County account numbers begin with 21-

Payments and deadlines are subject to change pending any new budget or spending directives received from the N.C. Office of State Budget and Management, the Governor’s Office, the Mecklenburg County Budget Office or the College President.

Funds to cover part time salary, supplies, travel, postage and other miscellaneous expenses anticipated before June must be encumbered in advance.

Review Accounts - All State and County accounts should be reviewed and budget transfers submitted to move funds, if necessary, to where they will be needed. Procurement should be notified if there are current encumbrances which should be released. This will allow obligated funds to be redistributed.

TRAVEL EXPENSES – All travel decisions including local, in-state, and out-of-state should be monitored closely. State funded local and in-state travel must be preapproved by the Unit Vice President. State funded out-of-state travel must be preapproved by the Unit Vice President and the College President. Internal Reimbursement Requisitions (encumbrances not linked to E-Procurement) for Blanket Order (BO) should be done to cover anticipated travel expenses. For county funded travel, a separate BO should be done for each traveler – the vendor for county travel BOs is the name of the traveler. Use Vendor # 3692163 (CPCC Epay Reimbursement) to encumber travel paid from state funds. For state funded travel, the registration fees should be included in the BO for P-Card charges and not in travel BOs. If registration fees cannot be put on the P-Card, a BO payable to the conference or workshop will be needed to pay for the registration fees.

P-CARDS CHARGES - Internal Reimbursement Requisitions (encumbrances not linked to E-procurement) must be entered to cover charges to P-Cards made in March, April and May. Be sure to include P-Card purchases already made in March in these encumbrances.

Vendor #0077462 (CPCC Institution PCard) should be used on all P-Card Requisitions. The appropriate P-Card BO number should also be referenced on P-Card reports for March, April, and May when they are submitted to Accounts Payable. When P-Card statements for March, April and May are processed, the appropriate BO will be reduced by the amounts indicated on the report. May purchases may or may not be paid from current fiscal year, dependent upon when the vendor submits the charges to the bank. June statements will be billed and paid from next year’s budget.
NON P-CARD PURCHASES - E-Procurement Requisitions for Blanket Orders (BO) and Purchase Orders (PO) should be entered to encumber funds for anticipated purchases not charged to a P-Card. The vendor for these purchases is the company or organization providing the goods or services.

POSTAGE - Internal Reimbursement Requisitions (encumbrances not linked to E-procurement) must be entered to cover postage charges for March, April and May.

Vendor #0093444 (CPCC Postage) should be used on all Postage Requisitions. When postage charges for March, April and May are processed the appropriate BO will be reduced by the amounts indicated by the Mailroom. June postage will be paid from next year’s budget.

Deadlines:

March 19, 2010 - Any Requisition totaling $10,000 or more (including tax and freight) must be submitted to Procurement by March 19, 2010, in order to assure processing in this fiscal year. Whether for equipment, services or supplies, these orders may require further information, specifications, bid processes, submission to state purchasing and lengthier lead time to assure year-end delivery and payment by the college. Please contact your Buyer for assistance.

March 26, 2010 - All Requisitions (Internal Reimbursements & E-Procurement) for Blanket Orders and Purchase Orders must be entered by March 26, 2010. All available State and County funds will be frozen after this date. *STATE FUNDS EXEMPTED FROM THIS DEADLINE ARE LISTED BELOW.

April 30, 2010 - All items, regardless of funding sources, must be received and all invoices submitted to Accounts Payable. If an encumbrance included an item that will not be purchased or travel expense which will not be processed, Procurement should be notified to reduce the encumbrance so those funds can be released. *STATE FUNDS EXEMPTED FROM THIS DEADLINE ARE LISTED BELOW.

May 18, 2010 - All May P-card charges must occur on or before this date.

May 25, 2010 - May P-card statements and receipts must be received in Accounts Payable.

June 2, 2010 - All items associated with the below *STATE EXEMPTION LIST MUST BE RECEIVED AND ALL INVOICES SUBMITTED TO ACCOUNTS PAYABLE. If an encumbrance included an item that will not be purchased or travel expense which will not be processed, Procurement should be notified to reduce the encumbrance so those funds can be released.

NOTE: If deadlines are not met, expenses will be carried over to the 2010-2011 budgets.

Questions – Contact Budget Dept. at 6256, Procurement at 4466 or Accounts Payable at 6772.
*STATE FUNDS EXEMPT FROM THE MARCH 26th AND APRIL 30th DEADLINES:

CATEGORICAL
Child Care, 11-530-80-539700-41152 Customized Training (Formerly FIT), 11-364-80-5xxxxx-31630 Small Business, 11-363-80-5xxxxx-31605
Health Sciences Programs, 11-220-57-5xxxxx-32201 (Equipment), 17-920-58-5xxxxx-32201

STATE 112 GRANTS
ARRA Jobs Now 12in6, 11-280-80-5xxxxx-32537, 32667, 32668
11-281-80-5xxxxx-32666, 32667, 32668
11-380-80-5xxxxx-32667, 32744, 32745, 32749, 32750, 32751, 32752
11-381-80-5xxxxx-32666, 32667, 32744
11-581-80-5xxxxx-12222, 31280, 31668
CRC Performance Incentive Grant, 11-422-70-5xxxxx-31674
Literacy Project Ideal, 11-373-75-5xxxxx-31227 Project Pathways to Employment Unit 31294 Project Comprehensive Family Unit 31295
English Literacy/Civics 11-373-76-5xxxxx-31226 VoEd Professional Development 11-220-56-5xxxxx-31713
Voc Ed, 11-220, 510-1x-5xxxxx-41110 Voc Ed Equipment, 17-920-16-5xxxxx-41110, 30900

CUSTOMIZED TRAINING PROJECTS (Formerly NEIT)
Administrative Allowance Account, 11-422-97-5xxxxx-31629
iVerify, 11-361-80-5xxxxx-31617 Shaw Power, 11-361-80-5xxxxx-31665
Shutterfly, 11-361-80-5xxxxx-31667 Celgard, 11-361-80-5xxxxx-31618

Rev. 1/28/10
10:23am