

**2013/2014 Fiscal Year End Instructions**

<b>Documents</b>	<b>Due date</b>	<b>Location</b>	<b>Contact person</b>	<b>Notes</b>
<b>Accounts Payable Invoices:</b> - USD/foreign currency invoices - CDN supplier invoices - Employee reimbursements	Wednesday April 23, 2014 Friday May 2, 2014 Friday May 2, 2014	<i>Business Office 301                      Robertson Hall</i>	Clair Switzer <a href="mailto:Accounts.Payable@carleton.ca">Accounts.Payable@carleton.ca</a>	* Invoices dated after April 30th or received after May 2nd will be charged to 2014/2015 fiscal year unless the amount is material and relates to 2013/2014 year. * Requisitioning a PO in the current fiscal year does not ensure the expense will be charged to the current budget. Both the goods and invoice must be received prior to April 30th.
<b>Travel expense claims</b>	Friday May 2, 2014	<i>Business Office 301                      Robertson Hall</i>	Colleen DiGiacomo <a href="mailto:Accounts.Payable@carleton.ca">Accounts.Payable@carleton.ca</a>	* Advances and expense claims must be fully completed, including all required electronic approvals, prior to being posted in the 2013/2014 fiscal year. * Sufficient time must be allowed for claims to flow through all required approvers, which may take from 3 - 10 or more days, depending on the availability of any one approver.
<b>Internal chargebacks (ICBs)</b>	Friday May 2, 2014	<i>Business Office 301                      Robertson Hall</i>	Tina Dewar <a href="mailto:tina.dewar@carleton.ca">tina.dewar@carleton.ca</a>	
<b>Procurement cards (P cards)</b>	Tuesday April 25, 2014	<i>Business Office 301                      Robertson Hall</i>	Donna Pereira <a href="mailto:donna.pereira@carleton.ca">donna.pereira@carleton.ca</a>	* Charges not showing on the statement as of April 29, 2014 will be charged to 2014/2015 fiscal year. * Reconciliations are to be completed using the FAST PCard application at <a href="http://www.carleton.ca/fast">www.carleton.ca/fast</a> .
<b>Cash receipts/deposits</b>	Wednesday April 30, 2014 - noon	<i>Business Office 301                      Robertson Hall</i>	Irene Emery <a href="mailto:receipt.accounting@carleton.ca">receipt.accounting@carleton.ca</a>	* For those handling cashiering sessions, please ensure your session has been closed by 4:30 p.m Wednesday, April 30th.
<b>Requests for issuing external invoices</b>	Wednesday April 30, 2014 - noon	<i>Business Office 301                      Robertson Hall</i>	Kevin Murphy <a href="mailto:kevin.murphy@carleton.ca">kevin.murphy@carleton.ca</a>	* Forward request for invoices to external customers to the Business Office location or via email.
<b>Budget Adjustment Requests (BARs) &amp; Journal Voucher</b>	Thursday May 8, 2014	<i>Finance Office 603                      Robertson Hall</i>	Angela Marcotte <a href="mailto:angela.marcotte@carleton.ca">angela.marcotte@carleton.ca</a>	* Submit BARs & JV's electronically to the Finance Office via the FAST Budget Adjustment & Journal Voucher applications at <a href="http://www.carleton.ca/fast">www.carleton.ca/fast</a> .
<b>Salary payments</b>	* Thursday May 1, 2014 (hourly submission paper Forms) * Monday May 5, 2014 (department time entry users)	<i>Payroll Office 507                      Robertson Hall</i>	Julie St-Jean <a href="mailto:payroll@carleton.ca">payroll@carleton.ca</a>	* Hourly payment submission forms (paper forms) for hours worked up to April 30th must be delivered to Payroll Services. * Department time entry users, hours worked up to April 30th that are submitted and approved by the deadline will be charged to the 2013/14 fiscal year.