



# MEMO

## Financial Services

February 25, 2020

TO: Research Account Holders  
FROM: Mark Sera, Manager, Research Accounting  
RE: **MARCH 31, 2020 YEAR END PROCEDURES**

Please note the following deadlines for processing transactions in the fiscal year ending March 31, 2020:

- Requisitions  
Please have all online requisitions for expenditures submitted and approved for the 2019/20 fiscal year to Materials Management by **Thursday, March 12, 2020**.
- Invoices and Miscellaneous Cheque Requisitions  
Invoices or miscellaneous cheque requisitions for goods and services received before March 31, 2020 must be received by Financial Services no later than **noon on Wednesday, April 1, 2020**.
- Online Expense Claims  
Claims that have reached approval complete status by **Monday, March 30** will be recorded as expenses in the 2019/20 fiscal year. Receipts for the claims should be received in Financial Services by **Monday, March 23**.
- Cheque and Direct Deposit Run  
A cheque and direct deposit run will be created the morning of **March 31, 2020**. The next cheque and direct deposit run will be created the morning of April 9, 2020 with notification of deposits being done on April 10, 2020.
- Payroll  
Time sheets for hourly paid employees for the period ending March 21, 2020 must be approved online on or before **March 23**.

Note that goods and services not received before March 31, 2020 will not be charged to research funds until they have been received and the invoices paid, and will not be reported to external agencies as expenses of the 2019/20 fiscal year. If your funding expires on March 31, 2020 you will need to obtain an extension in writing from your funding agency in order to access any unspent funds in 2020/21.