



Fiscal Year-End Finance Plan

2016

Finance and Administration

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This document may be found on the Controller's Office site: <http://www.oakland.edu/controller>

IMPORTANT DATES

Fiscal Year-End Calendar

Monday	Tuesday	Wednesday	Thursday	Friday
		1	2 AP Payment Run 9 a.m.	3
6 LDRs for MONTHLY pays due to Budget Office <u>by 5 p.m.</u>	7	8	9 AP Payment Run 9 a.m.	10 LDRs for BI-WEEKLY pays due to Budget Office <u>by 5 p.m.</u>
13 Last day to submit FY16 requisitions to Purchasing	14	15	16 AP Payment Run 9 a.m.	17
20 Hourly employee pay period begins (6/20 - 7/03 will be allocated to fiscal year worked)	21	22 Last day to submit purchase order adjustment forms for FY16 to Purchasing	23 AP Payment Run 9 a.m.	24
27	28	29 AP Payment Run 9 a.m.	30 Monies on hand must be deposited with the Business Office Cashier <u>by 4 p.m.</u>	Note: Salary payroll for June 2016 will be included in FY16

JUNE 2016

Monday	Tuesday	Wednesday	Thursday	Friday
				1 FY16 monies on hand must be deposited with the Business Office Cashier <u>by 4PM</u>
4 Hourly pay period begins 7/4 (will be in FY17 ledgers)	5	6 Submit June P-Card allocations in SDG2 <u>by 5PM</u> Detroit Pencil charges available in Banner	7 AP Payment Run 9 a.m.	8
11 <u>ACCTG 1st CLOSE</u> FY16 Journal Vouchers and Payment Vouchers Due to Accounting <u>5 p.m.</u>	12 <u>BUDGET 1st CLOSE</u> Departmental BJVs input by <u>12 p.m.</u> ; <i>Budget Office approvals finalized by <u>3 p.m.</u>;</i> Ledgers available <u>5 p.m.</u> Enc-Carryfwd Requests due to Division Rep by <u>5 p.m.</u>	13 Purchase Orders available in Banner	14 AP Payment Run 9 a.m. Plant Fund & Grant Budgets available in Banner	15
18 <u>ACCTG & BUDGET 2nd CLOSE</u> All IJVs & BJVs submitted by <u>3 p.m.</u>	19 <u>2nd CLOSE LEDGERS</u> available online after <u>10 a.m.</u>	20	21 AP Payment Run 9 a.m.	22
25	26	27	28 AP Payment Run 9 a.m.	29

JULY 2016

Closing Schedule – Accounting & Budget

The following schedule has been established for the 6/30/16 year-end close:

ACCOUNTING

1st CLOSE

July 11th -- June journal vouchers will be accepted through **5:00 pm** this date.

Interdepartmental Journal Vouchers must be completed at this time.

July 11th -- June payment vouchers will be accepted through **5:00 pm** this date.

July 12th -- First close accounting ledgers will be available by 5:00 pm on-line at \\shares\budget\FRS\Financial Reports.mdb. Accounting ledger support will be available for pick-up Wednesday morning, July 13th in the Accounting Office.

2nd CLOSE

July 18th -- Last day for adjusting journal vouchers. All ledger adjustments must be made by this date. Adjustments must be submitted by **3:00 pm** on this date.

Inventory adjustment entries must be completed at this time.

July 19th -- 2nd close accounting ledgers will be available after 10:00 am on-line at \\shares\budget\FRS\Financial Reports.mdb. Ledger support will be mailed to departments.

BUDGET

1st CLOSE

July 12th -- Departmental BJVs input by **12:00 pm**;

2nd CLOSE

July 18th -- Last day for budget adjustments. Adjustments must be submitted by **3:00 pm** on this date.

Fiscal Year-End Schedule Summary

All financial data for this year's business must be submitted according to the following schedule:

ACCOUNTING

- **JOURNAL VOUCHERS:** Journal vouchers for June should be received in the Accounting Office by July 11th. Please identify fiscal year 2016 journal vouchers by checking the JUNE fiscal year-end period on the Interdepartmental Journal Voucher Form. Identify fiscal year 2017 journal vouchers by checking the JULY fiscal year-end period on this form.
- **INTERDEPARTMENTAL CHARGES:** Charges incurred prior to July 1, 2016 must be submitted to the Accounting Office by July 11th, to be included in fiscal year 2016 business.

CASHIER

- **CASH RECEIPTS/DEPOSITS:** All monies on hand June 29th must be deposited with the Business Office Cashier by 4:00pm on June 30th. This will allow the cashiers time to process the Payment/Deposit Receipt before the system is taken down for year-end processing. All monies on hand June 30th must be deposited with the Business Office Cashier by the close of business on July 1st. Each Payment/Deposit Receipt form for monies deposited on July 1st should be marked at the top "Fiscal Year 2016" or "Fiscal Year 2017". Each Payment/Deposit Receipt form can include only receipts relating to one fiscal year.

PAYROLL

- **HOURLY PAYROLL:** Hourly Payroll for the pay period June 20, 2016 – July 3, 2016 will be included in both fiscal years 2016 and 2017. The payroll process will split the posting between the fiscal years.
- **SALARY PAYROLL:** The Salary Payroll for June will all be included in fiscal year 2016. All fiscal year 2016 payroll entries will be posted by first close.

ACCOUNTS PAYABLE

- **PAYMENT VOUCHERS:** Invoices for goods and/or services received during fiscal year 2016 (on or before June 30, 2016) must be included in fiscal year 2016 activity and should be received in the Accounts Payable Office by 5:00pm on July 11th.
- **PURCHASING CARD:** The deadline for inputting June 2016 P-Card allocations in SDG2 is Wednesday, July 6 at 5:00pm. You will not receive your June P-Card statement in the mail until around July 7th, so you are strongly encouraged to utilize SDG2 to review and reclassify your June transactions.

BUDGET

- **BUDGET ADJUSTMENTS:** All budget adjustments for FY16 should be received by the Budget Office by 12:00 p.m. on July 12th.
- **LABOR DISTRIBUTION REALLOCATIONS:** All labor distribution reallocations for FY16 monthly payroll must be submitted by 5:00 p.m. on June 6th. All labor distribution reallocations for FY16 bi-weekly payroll must be submitted by 5 p.m. on June 10th.
- **ENCUMBRANCES & CARRYFORWARDS:** All encumbrance and carryforward requests must be submitted to your division representative by 5 p.m. on July 12th.

PURCHASING

- **FY16 REQUISITIONS:** The last day to submit any requisitions for FY16 will be June 13, 2016. Any requisitions received after this date will be processed in the next fiscal year.

If you have any questions concerning this schedule, please call the Accounting (x2447) or Budget (x2083) offices.

ACCOUNTING

Accounting

Inter-departmental Charges

Please ensure any journal vouchers submitted charging another department is submitted to Accounting by the 1st close, **Monday, July 11th**. Additionally, all inter-departmental journal vouchers must be accompanied by proper supporting documentation substantiating and approving the charges.

The print shop, mailroom, and facilities charges for June will post to the ledgers by the first close, Monday, July 11th.

Purchases Crossing Fiscal Years

You must keep records to support when goods or services are received and/or placed in service.

This is particularly important when receiving goods prior to June 30th, but paying the invoice after July 1st. An **Accrual Journal Voucher** needs to be prepared.

The same holds true when paying invoices prior to June 30th but not receiving the goods or services until after July 1st. A **Prepaid Journal Voucher** needs to be prepared.

The Journal Voucher form can be found at the following web-site:

<http://www.oakland.edu/accounting/journalentries>

Accrual Journal Voucher (JV)

If you have received goods and services prior to June 30, 2016 and will not be able to process the payment before first close on July 11th, due to the fact that you did not receive the invoice in time, a JV must be submitted to accrue for the expense.

To complete the Journal Voucher form, **debit the expense** and credit account *2011 – Y/E Accrual Accounts Payable*. Be sure to check the **JUNE** fiscal year-end period and also check the **AUTO REVERSE** box. The Accounting Office will process both the FY16 and FY17 entries from the single journal voucher submitted. Your expense will be recorded in FY16 and reversed in FY17; when the payment voucher is processed it will offset the reversal and no expense is recorded in FY17. See example on page 11.

No carryforward request is necessary because you are entering the expense in FY16 and there will be no need to carry forward budget to pay for it in FY17. However, since the payment for the purchase will actually be made in FY17, the PO must be left open to roll into the new fiscal year to allow Accounts Payable to process the payment.

These JVs are due to Accounting Office no later than **Monday, July 18th at 3pm**.

Prepaid Journal Voucher

If you paid for goods or services prior to June 30, 2016 and have not received them until July, a prepaid will need to be established by completing a JV.

To complete the Journal Voucher form, **credit the expense** and debit account *1681 –Prepaid Expenses*. Be sure to check the **JUNE** fiscal year-end period and also check the **AUTO REVERSE** box. The Accounting Office will process both the FY16 and FY17 entries from the single journal voucher submitted. Your prepaid will be recorded in FY16 and offset the payment voucher; no expense will appear in FY16. The AUTO REVERSE JV posted in FY17 will record the expense.

These JVs are due to Accounting Office no later than **Monday, July 18th at 3pm.**

Accrued Payroll

Bi-Weekly payroll #14 from June 20th to July 3rd, due July 1st, crosses fiscal years. The expense will be automatically calculated in Banner and allocated to FY16 & FY17 depending on when the hours were worked. This activity for FY16 & FY17 will post in Banner on Friday morning, July 8th and be available in the ledgers for the first close.

The Accounting Office calculates and posts JVs for “earned vacation” and “faculty payroll”. These are costs associated with, and earned in FY16 that are posted to departmental ledgers. There is no action required on your part, other than to be aware this activity. You may see this activity in your salary accounts and account *C095 – Accrued Compensation* and *2101-Accrued Payroll*.

Should you need further assistance or have questions on these items, please feel free to contact anyone in the Accounting Office at <http://www.oakland.edu/Accounting/StaffDirectory/>

ACCOUNTS PAYABLE

Accounts Payable

Deadlines

The deadline for handing in payment vouchers for FY16 is **Monday, July 11, at 5:00pm**. To assist us in handling the workload, please hand in your completed paperwork as early as possible, in small batches daily instead of large batches at the deadline. Please also write “FY16” or “FY17” at the top of the PV, according to which year the service took place or the year in which the item was received. Please note in the “expenditure details” section of the PV if you have submitted an accrual JV or a prepaid JV to the Accounting department related to the payment.

The deadline for inputting June 2016 P-Card allocations in SDG2 is **Wednesday, July 6, at 5:00pm**.

Payment Dates

We will continue the normal payment schedule of Thursdays at 9:00am.

W-9 & W-8s

To prevent delays in year-end voucher processing, please remember to have your new vendors complete an [IRS Form W-9](#) (or [form W-8](#) for foreign vendors) so that you can submit it with your payment paperwork. We cannot input a voucher payable to a vendor for whom we do not have a W-9 or W-8. Please note that if you have a PO for a new vendor, Purchasing will obtain the W-9/W-8 and you do not need to solicit one yourself. If you want to check to see if we have a W-9/W-8 for an existing vendor, you can always check FTMVEND in the “Vendor Types” tab to see if there is a note indicating that a W-9/W-8 was received.

Reimbursements

Claims for reimbursement which are to be charged to fiscal year 2016 cannot include expenses incurred after June 30, 2016. Each payment voucher should include only receipts relating to one fiscal year. In the case of travel that actually crosses both fiscal years, the reimbursement should be charged to the fiscal year in which the majority of the travel occurred.

Employee vs. Independent Contractor Checklists

Before you sign a contract with an individual (and **before** the individual provides services), complete the Employee vs. Independent Contractor Checklist ([OU AP&P #262](#)) and submit to Joyce Liebergen (lieberge@oakland.edu) for review. Joyce will determine if the person should be paid as an independent contractor, as an employee, or as honoraria.

Detroit Pencil

Detroit Pencil orders delivered to you by June 30th will be included in the June transactions and post in FY16. June Detroit Pencil charges will appear in the FY16 ledgers by Wednesday, July 6th.

Recurring Vouchers (“RPV”)

Departments may choose to prepare an RPV for payments that occur at regularly scheduled intervals and where the payee, payment amount, and accounting distribution remain constant.

RPVs may be used for both PO and non-PO payments. Examples include rent, leases, maintenance agreements, or other payments paid on a monthly basis. Once the recurring payment is established, the departments will no longer be required to submit additional vouchers for each monthly payment. Departments are responsible for annual renewal of POs to ensure funds are available to support the RPV.

Any recurring payments related to FY16 have already been input for the payments that were due through June 2016. Accounts Payable will automatically enter the entire fiscal year FY17 recurring payments as soon as the encumbrance roll occurs.

Purchasing Cards

If making a purchase via University purchasing card for FY16, please be sure to allow time for the vendor to complete the transaction (i.e., posted, as opposed to approved or pending). This means that you should try to **complete all credit card transactions at least 7 days prior to fiscal year end** so that the charge will post on your June statement. Remember, some vendors do not bill the card until the item is shipped regardless of when you place the order. All transactions posted to your credit card by June 30th will be included in the FY16 ledgers.

If you are using SDG2 to allocate your transactions, please be sure to have this done by **5:00pm on Wednesday, July 6th**. Entries not completed by that time will have to be reclassified by JV. Keep in mind that SDG2 may be utilized throughout the month as the transactions hit the P-Card so you do not have to wait until June is over to begin your allocations.

You have a very short window of time between P-Card statement receipt on or around July 6 and first close on July 11. For this reason, you are strongly encouraged to utilize Smart Data Generation 2 (“SDG2”) to access your charges and reclassify them throughout June and by the SDG2 deadline on July 8. You can contact Janel Dolan in Accounts Payable at any time to get set up with access and instructions for SDG2.

If you do not use the SDG2 system, your purchasing card charges default to account code E095 when they are loaded into Banner. Per [OU AP&P #1020](#), these charges should be reclassified to the correct expense account. At the very latest, please submit the JVs to reclassify your FY16 purchasing card transactions to the Accounting Office no later than July 11th at 5:00pm.

June purchasing card charges will be loaded into Banner on Thursday, July 7th, and be viewable in Banner on the next business day.

If you need a copy of a P-Card statement, please contact Janel Dolan at jdolan@oakland.edu.

Should you need further assistance or have questions on these items, please feel free to contact anyone in the Accounts Payable Office at <http://www.oakland.edu/apdirectory/>

BUDGET

Budget – Deficit Balances

Definition: A deficit is an excess of expenditures over the budget in any given account during a specific fiscal year period.

Process: The Budget Office manages the General fund balances only. Please contact the Accounting department for any questions on Non-General fund balances.

Each unit is expected to manage their respective General funds so that deficits do not exist. Any deficit in the total Controllable accounts is expected to be resolved immediately. The Budget Office follows up on a regular basis to ensure units are resolving any deficit situation. It is important to note that units are generally held accountable for the total available balance in their Controllable accounts (excluding encumbrances). Deficits within the Controllable accounts do not require any action unless they are in accounts 63xx and 64xx. If one of these accounts is carrying a deficit and the unit is using operating budget to cover it, please make sure the related fringes are covered with the transfer. In order to clear deficits or reallocate budgets the department needs to process a budget journal voucher (BJV):

Budget journal voucher – Please Credit any fund and account carrying a deficit balance and Debit a fund and account with an overage balance. The BJV should balance; Debits and Credits must net out. Any unbalanced BJVs will be returned to the initiator for corrections. For additional information on how to process and BJV, please refer to the [Banner Budget Journal Voucher Entry and Approval](#) manual.

Tools: The following tools are available to help clear deficits.

- [Financial Reporting System \(FRS\)](#) - On-Line Budget Reports- Budget Status reports
- [Budget monitoring monthly reports](#)
- [Budget journal vouchers](#)
- [Internet Native Banner \(form FGJVC\)](#)
- [Interdepartmental journal voucher \(IJV\)](#)

Year-End deadline: Funds should not be allowed to run into a deficit at any point in time during the fiscal year. The units can clear any outstanding general fund deficits by either transferring budgets within general funds (using BJVs) or transferring in from designated funds (using IJVs, account Y079) Please submit all budget journal vouchers to budget@oakland.edu prior to **12:00 p.m. Tuesday, July 12th**. A second deadline is available to cover any unforeseen expenses. All budget adjustments which are to be reflected in Accounting's second close must be received by the Budget Office by **3:00 p.m. Monday, July 18th**.

Budget – Encumbrances & Carryforwards

Definition: Encumbrances are unpaid obligations of a specific unit covered by purchase orders or contracts. The goods and/or services purchased have not been received as of June 30 but a commitment is open between the unit and the respective vendor. Carryforward amounts on the other hand are not yet committed. However, they are designated to be used for a specific purpose.

Process: Unexpended budgets do not carry forward automatically from year to year. "Unexpended budget" refers to an excess of total budget over total expenditures in a fund's controllable accounts (63XX, 64XX, 65XX, 71XX, 72XX, 73XX, 74XX, 75XX, 81XX, 8201). Items which are reflected as open encumbrances do not count as expenditures, and carryforward of budget to pay for encumbrances is not automatic. Units who wish to carry forward budget from one year into the next must submit a formal request to do so via the [Encumb-Carryfwd Request form](#). Requests must specifically identify the purpose for which the budget will be used. These requests are reviewed against divisional surpluses and priorities. Highest priority is generally given to the requests for items which are already encumbered through submission of a purchase requisition prior to the fiscal year ordering deadline. All requests need to be approved first by the unit leadership then by the Divisional stewards prior to reaching the Budget Office.

Please remember to accrue the expense for any services or items received in FY16 but not expensed until FY17. Things to consider when determining the accruals:

1. A request to carry forward FY16 available general fund balances to cover an FY16 encumbrance **should be** submitted in the following circumstance:

- If you have an open PO for which the goods or services are **not** received or rendered prior to June 30th

Example: You ordered a copier for \$5,000 and create a PO in FY16 for the same amount. The supplier provides a delivery date of July 9.

This is not an FY16 expense. The unit must request \$5,000 of the FY16 available budget to be carried forward into FY17.

2. A request to carry forward FY16 available general fund balances **should not be** submitted in the following circumstance:

- If you have an open PO for which the goods or services **are** received or rendered prior to June 30th
AND
- Invoice is received from the vendor after June 30th

Example: You placed a service call to have a piece of equipment fixed by an outside company and the work was completed for \$1,000 prior to June 30th. However, you received the invoice after June 30th.

Encumbrances and Carryforwards continued:

There are two ways to get this properly expensed in FY16, depending on invoice receipt:

- If the invoice **is received** prior to first close on July 11th, submit a payment voucher to Accounts Payable by 5 p.m. on July 11th for processing so the invoice can be included in June ledgers.
- If the invoice **is not received** by first close, prior to second close on July 18th, submit a journal voucher to Accounting accruing the expense into FY16. Expense will be against your FY16 budget and reversed in FY17 when invoice is paid against the open PO.

The Budget Office consolidates the requests into a document, which is reviewed and approved or disapproved by the President when the University's final year-end financial position has been established. The Budget Office notifies requesting units and enters the budget adjustments, usually in August. The purpose of this form is to assist units in providing all the information needed to permit timely review and evaluation of their requests. Please follow the instructions included in the Encumb-Carryfwd Request form for further help on how to complete the request. It is important to note that all requests are subject to approval by the President.

In order to expedite and streamline the process, we will only accept electronic forms.

At the beginning of each fiscal year, any approved carryforwards will be transferred to account code 8201. Each unit will transfer the budget out of 8201 to the appropriate budget account code. The transfer should happen only after the actual expense has hit the fund. Please include an invoice number (if applicable) in the BJV description line.

Tools: [Encumbrance and Carryforward request form](#)

Year-End deadline: We strongly encourage that you meet the deadline set below. If your request is not submitted on time, we cannot guarantee it will be accommodated.

Requests for each division will be coordinated by the person listed below:

Division:	Submit Request to:	On or before:
Academic Affairs	Peggy Cooke Office of VPAA/Provost email: cooke@ (School and College units should channel their requests through the School/College Budget Officer)	Tuesday, July 12, 2015 (5:00 p.m.)
Finance & Administration	Michele St. Denis Office of the Vice President Finance & Administration email: stdenis@	Tuesday, July 12, 2015 (5:00 p.m.)
President	Josephine Hairston Office of the President email: hairston@	Tuesday, July 12, 2015 (5:00 p.m.)
Student Affairs	Linda Harding Office of the Vice President Student Affairs email: harding@	Tuesday, July 12, 2015 (5:00 p.m.)
Development, Alumni & Community Engagement	Steve Meyer Office of the Vice President DACE email: meyer234@	Tuesday, July 12, 2015 (5:00 p.m.)

Budget – Labor Distribution Reallocations (LDRs)

Description: Labor distribution reallocation is the process of transferring payroll expenses from one fund/org to another.

Process: All managers are strongly encouraged to review their direct reports' labor distributions and confirm that efforts are recorded appropriately. In particular, closer attention should be paid to any Grant and cost share funded positions. Keep in mind that we are not able to make any changes to closed fiscal years. If the need for a change in labor distribution is identified, the unit should submit a change of status (COS) form. Timing is of essence at any point during the fiscal year particularly at year end (*see year-end deadlines*). Please make sure the form is completed correctly and the appropriate approvals have been attained prior to reaching the Budget Office. The form will have to go back to the initiator for any changes and back through all the approvals in specific cases. After the changes indicated on the COS form have been processed by UHR /AHR, the Budget Office will transfer the labor expenses to the correct allocation.

Tools:

- Banner (NBAJOBS)
- Request to the Budget office for a report labor distributions by org/fund (email to budget@oakland.edu)
- [Change of status form](#)

Year-End deadline: Labor distribution changes cannot be made for BW 13 or MN 6 in FY16 (the last pay of the year). It is very important that the units submit all COS forms requiring LDRs, with the required approvals, to the Budget office by **5:00 p.m.** on the following days:

- Monthly pays: **Monday, June 6th**
- Bi-weekly pays: **Friday, June 10th**

Please do not hesitate to call the [Budget office staff](#) with any questions or concerns.

PURCHASING

Deadlines

Please submit all FY16 requisitions **by June 13, 2016**. Any requisitions received after this date will require approval to be processed in FY16. If approval is not granted, the REQ will be processed in the next fiscal year.

It is important for Purchasing to receive Blanket Requisitions as soon as possible. If comparative pricing is not received with a REQ that has a total greater than \$2,500, Purchasing will require time to request pricing.

Please submit all PO adjustment forms for FY16 by **June 22, 2016**. If goods or services have been purchased and received in FY16 and an increase is required for payment in FY16, please submit on or before June 22. Any PO adjustment received after June 22, will require approval to be processed in FY16. If approval is not granted, the adjustment will be processed in the FY17.

REQs Across Fiscal Years

If a Banner REQ has been started in FY16, but is not required to be processed until FY17, please follow the instructions below:

- Enter the REQ information in FPIREQN, do not click complete, simply save the REQ, leaving it in an in process or open status.
 - The first day of FY17, open the requisition; on the first screen; update the Transaction Date to the current date, change the Delivery Date, and complete the REQ.
 - Forward REQ documentation to Purchasing for processing.
- If the REQ is completed in FY16, it will be temporarily encumbered in FY16 and will roll forward into FY17 after the first close on July 15, 2015.
 - Purchasing will not be able to process the PO until after that date.

Please note that completing a REQ in FY16 does not guarantee that actual funds are moving forward to the FY17. Departments must complete a Carryforward request (see page 18-19).

Cancel any completed or in process REQs that have not been sent onto Purchasing and that will not require a PO before June 30, 2016.

Purchase Order (PO) Encumbrance Closures and Cancellations

If a department has 1 or 2 POs that have encumbrances remaining, that need to be released, and has verified that there aren't any invoices on hold or in process for payment, or an Adjustment in process that could potentially keep the PO from closing, please complete a [Purchase Order Adjustment Form](#) with a detailed explanation as to the amount that needs to be liquidated.

If a department has a large list of POs that need to be closed, and all of the above has been verified, please have the authorized department representative fill out the [Batch Closure Form](#) and send it directly to purchasing@oakland.edu. Once the batch closure is processed, an email will be sent confirming closure and/or requesting further research on POs that did not close.

Purchasing - continued

Purchase Order cancellations are required when a PO has not been received and is no longer required. Please be sure to submit all cancellations by June 23, 2016.

Please contact the Purchasing Department with any questions and/or concerns. Contact and other information can be found on the [Purchasing website](#), direct contact information is below:

Paula Reyes 248-370-4423 or preyes@oakland.edu

Judy Burton 248-370-4199 or burton@oakland.edu

Julie Hamilton 248-370-4421 or hamilton@oakland.edu

Eileen Arseneau 248-370-4428 or arseneau@oakland.edu

Brenda Boor 248-370-3172 or boor@oakland.edu