

Additional General Fund Restrictions for Fiscal Year 2008-09

Travel

- Travel charging for general funds is completed or in status by April 13 will be reimbursed provided it has been **approved and received with all support documentation within the 30 days** from the travel return date.
- Blanket travel cannot be charged to general funds after April 13.
- General funds travel authorizations that have been approved by April 13, but not yet in travel status will be reviewed on a one by one basis regarding the allowance of expenses charged to general funds.
- All travel agency airfare purchased after April 13, must be charged to a non-general fund.
- Travel expenses prepaid by the traveler (i.e. airfare. Registrations) occurring after April 13, will not be reimbursed with general funds.
- Travel authorizations may be approved for next fiscal year travel, however, no general funds expenses or prepaids will be reimbursed from this fiscal year (2008-09).

Check Requests

- Check requests charging general funds for items purchased or services performed through April 16 will be processed if check request is received no later than 10:00 on Friday, April 17.
- Check requests charging general funds for purchases or services performed after April 16 will require a non-general fund to be charged in order to be paid.

Journal Entries

- Journal entries charging general funds will not be processed after April 17.

- **Interdepartmental Invoices**

IDI'S charging general funds will not be processed for items purchased or services performed after April 16. IDI's charging general funds will be held until next fiscal year unless a non general fund is provided. Accounting will notify the departments of the delayed IDI's.

Petty Cash

- Petty cash receipts will not be reimbursed for purchases made after April 13 charging general funds. All petty cash receipts must be presented for payment within 30 days of purchase.

- **Decentralized Feeds**

Postage, printing and copy charges for April, May and June 2009 will be charged to the departments 2009-10 fiscal year.

J. Riemersma

4/14/2009

12:30 pm