

BUDGET CLOSEOUT DEADLINES

Department Heads,

As we approach the end of the fiscal year it is necessary to establish the following deadlines related to budgetary control:

- I. **Requisitions for goods, services, travel, and printing for Operating Fund departments** for the 2013-2014 fiscal year must be received by this office no later than **April 11, 2014** except for the **Deans' Enhancement departments** which must be received by this office no later than **May 30, 2014**.

Other departments (Restricted and G accounts) will continue to follow normal procedures subject to the availability of funds in the requesting department.

- II. **Purchases made via departmental LaCarte cards will only be allowed to your Operating Fund departments** (including the **Deans' Enhancement departments**) through **April 30, 2014**.

Purchasing cards will **not** be turned off **however** any charges after April 30th **must have a source of funding other than the Operating Fund**.

Please review your budget balances and plan timely requests for expenditure of available funds. If you foresee any problems or have any questions regarding this, please contact the following:

Fund	Contact Name	Number	Email Address
Operating Fund	Arlene Hoag	2-1775	ahoag@louisiana.edu
System/Athletics/Alumni	Lynn LeBlanc	2-6256	lleblanc@louisiana.edu
General Restricted	Sue Broussard	2-1245	sbroussard@louisiana.edu
Restricted/NIRC/Child Development	Jammy Harris	2-6145	jammy@louisiana.edu

We will be sending out further instructions regarding the year-end close in June.

Thank you for your cooperation.
Financial Services