TO: Deans, Directors and Department Heads

FROM: Charles Eaton, Controller

DATE: April 10, 2012

SUBJECT: Financial System Conversion and Impact on Annual Year-End Deadlines for Expenditures, Contracts and Commitment Documents

As many of you know, starting July 1, 2012 the University will be deploying the new financial system called Kuali Financial System (KFS) along with HuskyBuy (SciQuest). The KFS Project Team, comprised of multiple University Department representatives, is requesting your assistance with the conversion process from FRS to KFS. In addition to annual financial processing activities, such as the financial year-end close-out and purchasing renewals, we ask that you consider your operational needs in advance of the traditional timelines. KFS project updates are available at kuali.uconn.edu and on the Purchasing website at purchasing.uconn.edu.

The 2012 fiscal year ends June 30, 2012. To facilitate the financial system transition and to permit timely handling of documents as required by the State Comptroller and the University, the following deadlines for the processing of University Contracts/Personal Service Agreements, purchase orders and voucher payments have been established. Your attention to and assistance in meeting these deadlines is necessary to ensure an orderly closing of University financial records and transition to KFS. As with any close of a fiscal year, Finance and Procurement Services staffs are committed to assisting you with your procurement and reimbursement needs. These timelines will help to properly manage and prioritize activities to accomplish our collective goals. We will continue to process all documents in accordance with Federal, State and University requirements in support of operational, educational and research activities during this period.

ENCUMBRANCES / PURCHASE REQUISITIONS
The following documents must be received in the Procurement Services Department by the deadline dates if they are to be reflected and processed in the current fiscal year.

<table>
<thead>
<tr>
<th>DOCUMENTS</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Requisitions</td>
<td></td>
</tr>
<tr>
<td>• Purchases under $10,000 on State and/or University contracts</td>
<td>June 1, 2012</td>
</tr>
<tr>
<td>• Purchases over $10,000 on State and/or University contracts</td>
<td>June 1, 2012</td>
</tr>
<tr>
<td>• Purchases over $10,000 not on State and/or University contracts</td>
<td>May 1, 2012</td>
</tr>
<tr>
<td>• Purchases over $50,000 including Federally funded or non-State and/or University contracts</td>
<td>May 11, 2012</td>
</tr>
</tbody>
</table>
contract items

- Purchases over $10,000 for Federally-funded
  grants and contracts

May 11, 2012

CONTRACTS/ PERSONAL SERVICE AGREEMENTS

The following Contacts/ Personal Service Agreements must be received by either the Office for
Sponsored Programs or the Procurement Services Department for review and execution before
the following deadline dates:

CONTRACT VALUE

<table>
<thead>
<tr>
<th>CONTRACT VALUE</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than $3,000 in value</td>
<td>May 1, 2012</td>
</tr>
</tbody>
</table>
| $3,000 or more (Storrs Asst. Attorney General
  subsequently approves) | May 1, 2012 |
| $100,000 or more (Hartford Assoc. Attorney General
  subsequently approves) | May 1, 2012 |

EXPENDITURES AND INTERNAL TRANSFERS

All voucher payments must be received in the Accounts Payable Department by the deadline
dates if payments are to be made in the current fiscal year.

INVOICE/VOUCHER PAYMENTS

<table>
<thead>
<tr>
<th>INVOICE/VOUCHER PAYMENTS</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CO17 &amp; flat file for June 2012</td>
<td>June 1, 2012</td>
</tr>
<tr>
<td>On-line CO-17 V screens and E screens (2E0 and 2V0)</td>
<td>May 1, 2012</td>
</tr>
<tr>
<td>General Obligation Bond Vouchers paid by Comptroller</td>
<td>June 1, 2012</td>
</tr>
<tr>
<td>UCONN 2000 Bond Vouchers</td>
<td>June 1, 2012</td>
</tr>
<tr>
<td>Personal Services</td>
<td>June 1, 2012</td>
</tr>
</tbody>
</table>
| Utility bills for off-campus facilities only covering
  services rendered by May 27, 2012 | June 1, 2012 |
| Telephone and postage charges for off-campus facilities
  only covering services rendered by May 27, 2012 | June 1, 2012 |
| All other invoice/voucher payments
  (including wire transfers) | June 1, 2012 |
| Fellowships | June 1, 2012 |
| Charges made to Procurement Cards | June 1, 2012 |
| Transfer Vouchers processed via flat file for old fiscal year
  by Accounting | June 13, 2012 |
| On-Line Transfer Vouchers | June 13, 2012 |
| Procard reallocations for previous fiscal year (FY11) | June 1, 2012 |

Employee Vouchers

- Travel Reimbursements* | June 1, 2012 |
- Employee Reimbursements | June 1, 2012 |
- Travel Advances* and Cash Advances | June 15, 2012 |

*Note: Employees are encouraged to use Online booking agencies (Sanditz, Orbitz, WorldTek)
in order to minimize year-end close-out activities.
Central Stores
- Department requests for coding corrections: June 13, 2012
- Orders for in-stock items billed this year: June 13, 2012
  (Orders placed after June 13, 2012 will be billed in FY13)

Payroll
- Adjustments/funding changes: June 8, 2012

Budget
- Closeout Personal Services Encumbrances: June 15, 2012

YEAR END BALANCES
- University Supported Accounts (2 ledger) - On June 30, 2012, un-liquidated encumbrances will be carried forward with a corresponding budget.
- Accounts in All Other Funds - Un-liquidated encumbrances will be carried forward on June 30, 2012.

If there are any questions regarding “End-of-Year” deadlines and the procedures, please contact the applicable area:

Joe McCann, Director of Accounts Payable at 486-1654
Matt Larson, Director of Procurement Services at 486-2616
  Kathleen Joy, Assistant Director of Procurement Services at 486-4202
  Penny Guerin, Assistant Director of Contracting, Procurement Services at 486-2621
Lysa Teal, Budget Director at 486-6288
Robin Hoagland, Associate Controller and Director of Accounting at 486-3780
Jennifer Person, Director of Payroll at 486-2423.