



CONTROLLER'S OFFICE  
2400 Old Main Hill  
Logan, Utah 84322-2400  
Telephone: (435) 797-1055  
FAX: (435) 797-1077

Date: 14 July 2009  
To: Account Administrators  
From: Dan Christensen, Manager, Accounting & Financial Reporting  
Subject: Deadlines for adjustments to Financial Records

The following deadlines have been established in order to provide a timely and accurate report of revenues and expenditures for the fiscal year ended June 30, 2009 (FY 2009):

- 1) All reallocation forms affecting FY 2009 salary and payroll must be completed and submitted to the Controller's Office no later than 12:00 noon July 28. This is especially important for Contracts and Grants since the time and effort reports for certification are generated based on entries processed through this date.
- 2) Travel authorizations for travel completed by June 30 must be submitted to the Controller's Office by July 28.
- 3) All journal entries adjusting revenues and expenditures for FY 2009 must be submitted to the Controller's Office no later than 12:00 noon July 28.
- 4) All annual leave used through June 2009 must be entered, posted and approved in Banner by July 23.

Please review your June preliminary reports for completeness and accuracy and make all needed adjustments according to the established deadlines.

Also, please review all P-cards in your department. If you have cards that can be closed, need indexes changed or card/business manager changes, please contact Karlene at extension 7-1037 or by email at [karlene.combs@usu.edu](mailto:karlene.combs@usu.edu). By keeping this information up to date, your department and the University will be better protected from fraud and misuse of the P-cards.

If you have any questions concerning your report or the established deadlines, please contact your accountant in the Controller's office.