MEMORANDUM

TO: VP's, Deans, Directors, Department Heads, and Chairs (E&G ARRA Stimulus Funding only)

FROM: Michael Lake
Director, University Budgets

SUBJECT: End of Year Calendar for E&G Federal ARRA Stimulus Funds

The Florida Department of Education and the Board of Governors have issued strict deadlines for encumbering and paying from our allocation of E&G Federal ARRA Stimulus dollars. In order to meet those deadlines and in anticipation of the closing of fiscal year 2010, please note the following dates concerning Stimulus Funds only – OMNI funds 185, 195 (E&G) and 285, 295 (College of Medicine):

May 27, 2010  Last day to submit e-Pafs, p-Pafs, or Job Offers for new appointments to Stimulus for fiscal year 2010

May 27, 2010  Last day to submit payroll changes for fiscal year 2010

May 27, 2010  Last day to submit Retro Pay Distributions for fiscal year 2010

May 31, 2010  Last day to enter Requisition requests into OMNI for Stimulus funds

May 31, 2010  Last day to use a P-card for purchases on Stimulus funds

May 31, 2010  Last day for Travel Authorizations in OMNI on Stimulus funds

Any exceptions to these dates must first be submitted for approval to the Budget Office by contacting:

Michael Lake – 644-2478 – mlake@admin.fsu.edu
Gail Friedrich – 644-4245 – gfriedri@admin.fsu.edu

If you have any questions or concerns, please don’t hesitate to call.

CC: OMNI Budget Managers
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