

To: Department Managers, Journal Voucher Preparers and others  
From: Ilene Brody, Controller's Office

Please forward this email to those individuals in your department that need information about the Year End Close. Thanks.

The FY09 Year End Close schedule has been placed on the Controller's Office web site. To review the FY09 schedule and prior year end schedules please refer to the following web site under the headings 'Announcements' and 'News and Information'.

<http://web.princeton.edu/sites/TreasurersOffice/Controller/>

The two Year End Close documents on the web site under the heading "Announcements" are:

FY09 YE Notification Memo (this email notification)  
and  
FY09 YE Closing Schedule

From now through the end of June, departments should devote their time to reviewing all YTD Project Grant Statements and processing of all YTD adjustments (LA, II, JV, etc) .

Those departments who prepare "first", "second" and "third" close journal vouchers will receive that list via email by May 15.

**Please note:**

1. With the University-wide objective of completing the year end activities earlier than in the past, FY09 2<sup>nd</sup> and 3<sup>rd</sup> close are 7 and 5 days earlier, respectively, than FY08. The DataMall is scheduled to be marked final July 27.
2. E-Commerce application deadlines

The FY09 Year End Closing dates for the various E-Commerce applications are listed below. Electronic transmissions will be requested on those dates and the data will be applied to FY09.

Petty Cash Reimbursement - June 12  
Apple - June 19  
Fisher Scientific - June 19  
DHL - June 19  
Edward Don - June 19  
Sigma Aldrich - June 19  
UPS - June 19

Office Max (Boise) - June 19  
FedEx - June 19  
Visa Credit Card - June 12  
CDW-G – June 19  
Dell – June 15  
Grainger – June 19  
Lenovo – June 19  
Amazon – June 19  
Newark – June 19  
Hamilton Supply– June 19  
VWR– June 19

If you have any questions, please email me ([ibrody@princeton.edu](mailto:ibrody@princeton.edu)),  
John Tarnecki ([tarnecki@princeton.edu](mailto:tarnecki@princeton.edu)) or Denise Moser ([dad@princeton.edu](mailto:dad@princeton.edu)).