



FLORIDA STATE UNIVERSITY
Office *of the* Controller

UNIVERSITY CONTROLLER'S MEMORANDUM #01 (2014/2015)

To Deans, Directors and Department Heads
From Michael Williams, University Controller
Date April 27, 2015
Subject 2015 Fiscal Year-End Closing Calendar

**PLEASE SHARE THIS MEMO WITH YOUR FISCAL, PAYROLL, PROPERTY,
PURCHASING AND BUDGET REPRESENTATIVES**

The Fiscal Year-End Calendar is now located on the Controller's Office website at <http://controller.vpfa.fsu.edu/Finance-Reporting-Services/Fiscal-Year-End-Calendar>. To ensure all University transactions are processed and included in the financial records prior to fiscal year end, it is crucial for departments to observe the deadlines scheduled on the calendar. Please pay particular attention to the dates associated with Purchasing and Travel activities.

Dates are subject to change based upon ongoing testing for year-end closing processes. Please, review the calendar frequently for changes between now and year-end. If you have questions on the calendar, please contact Kim Coates at 644-9482. For additional information regarding the calendar dates, please consult the individual noted in the contact list.