



**State of Louisiana**  
Louisiana Department of Health  
Office of Management and Finance

**MEMORANDUM**

**TO:** Assistant Secretaries  
OS Bureau Directors  
OMF Division Directors  
MVA Deputy Directors

**FROM:** Bridget Theriot  
Manager, OMF, Payment Management

**DATE:** June 17, 2016

**RE:** 2016 Fiscal Year-End Closing Procedures

The procedures and deadlines listed below are provided to facilitate FY 2016 year-end close. Per the provisions of LA Revised Statute 39:82, **agencies are only allowed to use fiscal year 2016 funds to liquidate valid liabilities (goods received or services rendered) on or before June 30, 2016.** Any item (goods or services) received on a valid FY 2016 purchase order after June 30, 2016 **must be paid against 2017 appropriations.** **There are no exceptions.**

In order that we comply with the aforementioned legislation and meet the deadlines imposed by the state, the following due dates have been established and must be adhered to:

1. All FY 2016 Shopping Carts should be converted to Purchase Orders and in ORDERED status by 6:30 pm on **Tuesday, June 28, 2016** or must be canceled. Shopping Carts without POs after this time/date will be automatically canceled.
2. **Receiving** – All items received on or before June 30, 2016 must be received in LaGOV SRM before the close of business on **July 8, 2016.**
3. **Invoices** – All invoices, credit memos and vendor statements for FY 2016 must be received by the Payment Management office no later than **July 31, 2016.**
  - Any invoices received after **July 31, 2016 will be paid** out of FY 2017 appropriations. Exceptions will be handled on a case by case basis. Payment Management will not call vendors to request an invoice.
  - It is your responsibility to check the status of all your open purchase orders LaGov. If you have an order that must be processed out of the FY 2016 appropriations it is your responsibility to ensure the required payment information is received timely by Payment Management.

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4. **Retainage Balance Confirmation** – A list of contract retainage balances for your agency is attached for confirmation. Please review, sign and return this confirmation list no later than **July 15, 2016**.
5. **Petty Cash** – All petty cash reimbursements requests for funds disbursed on or before June 30, 2016 must be submitted no later than close of business on **July 15, 2016**.
  - Please submit only one reimbursements request containing disbursements made on or before June 30, 2016. Do not submit disbursements made after June 30, 2016 on your final submittal for FY 2016.
  - Requests submitted with disbursements from both FY 2016 and FY 2017 on one request form **will be** returned to the custodian without processing.
6. **Petty Cash Confirmation** – Your petty cash custodians **must complete** the attached Petty Cash Confirmation and return it to Payment Management no later than close of business on **July 15, 2016**.
7. **Travel Reimbursement** – Travel Expense statements for travel on or before June 30, 2016 must be submitted no later than close of business **July 15, 2016**.
  - Reimbursement requests for travel expenses incurred after June 30, 2016 must be submitted on a **separate** travel expense form and will be processed as a FY 2017 transaction.
  - A trip which begins on June 29, 2016 and ends on July 2, 2016 will be processed in FY 2017.
8. **Travel Advances** – All outstanding travel advances with travel dates during FY 2016 must be cleared and the expenditure or reimbursement processed no later than close of business on **July 15, 2016**.
9. **Professional Fees and Services Payments** – Invoices for professional fees and services rendered on or before June 30, 2016 will need to be submitted no later than **July 15, 2016**. **PLEASE call your contractors and get your invoices from them in order to meet the stated deadline. Services rendered after June 30, 2016 will be processed in FY 2017.**

Any information requested in this memorandum should be sent to:

**LDH-Payment Management**  
**Attn: Bridget Theriot**  
**P.O. Box 91117**  
**Baton Rouge, LA 70821-9117**

Please make every effort to comply with the procedures outlined above. Timely processing of all payments is imperative to ensure the expenditures are appropriately accounted for in FY 2016. Requests for payments not received in accordance with the aforementioned procedures and deadlines may result in the processing of those expenditures in FY 2017.

If you have any questions or concerns, please contact me at [Bridget.Theriot@la.gov](mailto:Bridget.Theriot@la.gov).