

**INVOICES  
CUT OFF AT FISCAL YEAR END**

Invoices paid after July 1<sup>st</sup>, with dates prior to July 1<sup>st</sup>, will continue to be entered utilizing the "Last Year Invoice" feature in accounts payable until the second pay period in August or when a trial balance is given to the auditors, whichever comes first.

After the second pay period in August the only invoices that will be applied to the prior fiscal year will be invoices that account for more than 1/3 of the budgeted amount for the fund that the invoice is being paid under. Invoices that do not meet such criteria will be paid utilizing the current fiscal year budget.


Approved date: 5/19/14

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Taylor Yeates

  
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Chris Granda

  
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Ashley Lucht

  
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Bard Hill

  
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David Sander