

MEMORANDUM

DATE: June 1, 2017

TO: UO Campus Accounting Contacts

FROM: Kelly Bosch, CFO

RE: UO Foundation Fiscal Year-End Procedures – Accounts Payable and Gift Receipting

ACCOUNTS PAYABLE - DISBURSEMENTS

The Foundation's fiscal year 2016-17 (FY17) ends June 30, 2017.

Transfer to UO Check Disbursement Requests (Transfer CDRs):

To ensure Foundation funds are applied to your State Index* by the Cashiers Office deadline of 3 p.m. June 30, please submit your original Transfer CDRs to the Foundation by 5:00 p.m., **Thursday, June 22.**

Transfer CDRs received after June 22, but by June 30, will be expensed in FY17 as time allows.

Transfer CDRs received after June 30 will be expensed in FY18.

*Please indicate a valid gift Index on your form.

Only ORIGINAL documents will be processed. Faxed or emailed copies will not be accepted.

Check Disbursement Requests (CDRs):

All CDRs dated June 30 and prior, and received at the Foundation by 5:00 p.m. **Thursday, July 6**, will be expensed in FY17. CDRs dated July 1 and after, or received after July 6, will be expensed to FY18.

If you have Accounts Payable questions, please contact Janice Lutz at 541.302.0292 (jlutz@uofoundation.org), or Donna Vanderpool at 541.302.0316 (donnav@uofoundation.org), or apmailbox@uofoundation.org.

GIFT RECEIPTING

To be credited to fiscal year 2016-17 (FY17):

Checks and cash must be to the Foundation by **2 pm** on Friday **June 30** to be credited to FY17. This applies whether delivered by hand, FedEx delivery, or US mail.

Credit card gifts must be processed by the Foundation by 5 pm June 30 to apply to FY17.

Stock gifts must be transferred to the Foundation by 5 pm June 30 to apply to FY17.

Property gifts must have the deed recorded in the Foundation's name prior to 11:59 pm on June 30.

Pledges: all signed pledges received by the Foundation prior to 5 pm on June 30 will be credited to FY17.

Anything that arrives in the mail after June 30 will be credited to FY18.

Policy exception:

Development Officers in transit will have until Wednesday July 5 to deliver June checks to the Foundation for FY17.

Your assistance in meeting these deadlines is most appreciated. Thank you in advance for your patience and help during this process.

If you have Gift Receipting questions, please contact Kirsten Williams at 541.302.0334 (kirstenw@uofoundation.org),

Foundation forms and instructions are located on our website at:
<http://www.uofoundation.org/UOFforms>