United States Department of Agriculture

NRCS

Natural Resources Conservation Service
6200 Jefferson NE, Suite 305
Albuquerque, NM 87109
Phone: (505) 761-4400 **Fax:** (505) 761-4463
Web Site: www.nm.nrcs.usda.gov

August 18, 2009

NEW MEXICO BULLETIN NO. 250-9-7

SUBJECT: FNM – FISCAL YEAR 2009 YEAR-END CUT-OFF DATES

TO: All Employees

Purpose: To provide year-end cut-off dates for US Bank purchase cards and GovTrip

Expiration Date: September 30, 2009

The information supplied by each office will be used to develop final expenses for fiscal year 2009. These dates must be met to ensure accurate year-end accounting data and timely processing by the National Finance Center (NFC) and in the Foundation Financial Information System (FFIS).

August 31
Purchase Cards - The last day to make routine FY2009 purchases is August 31. Please plan ahead and purchase sufficient supplies to get through the end of the fiscal year.

Starting September 1, all unplanned/emergency purchases and will be procured by the state office. Submit an AD-700, Procurement Request, through your respective area office or state office section to the State Administrative Officer.

September 18
Access Online - All purchase card transactions must be reconciled by cardholders and approved by their respective supervisors.

September 25
Travel - All authorizations for travel in FY09 and early FY10 must be entered and approved. Authorizations for FY10 travel may need to be amended when GovTrip is back up to insert FY10 accounting. Travel authorizations not entered in GovTrip for FY09 travel must be reported to FNM for accrual purposes. In addition, all travel completed by September 25 should be vouchered. After this date, there is no guarantee that payments will be processed until GovTrip is back up and interfacing with FFIS. Unreported travel expenses after this date are considered "undisclosed obligations". All undisclosed obligations must contain an explanation to the State Conservationist why the travel was not processed or disclosed per above requirements. Undisclosed obligations received after October 31, 2009 will not be considered for approval.

If there are any questions, please contact Norm Harris at 505-761-4414.

DENNIS L. ALEXANDER
State Conservationist