

United States Department of Agriculture



Natural Resources Conservation Service
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August 3, 2010

NEW MEXICO BULLETIN NO. 250-10-4

SUBJECT: FNM – FISCAL YEAR 2010 YEAR-END CUT-OFF DATES

TO: All Employees

Purpose: To provide year-end cut-off dates for Purchase Cards, GovTrip, and Accruals.

Expiration Date: September 30, 2010

The information supplied by each office will be used to develop final expenses for fiscal year 2010. 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).

8/27/10 **Purchase Cards** - The last day to make routine FY2010 purchases is August 27. Plan ahead and purchase sufficient supplies to get through the end of the fiscal year. After August 27, 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.

9/17/10 **Access Online** - All purchase card transactions must be reconciled by cardholders and approved by their respective supervisors.

9/23/10 **GovTrip** - All authorizations for travel in FY10 and early FY11 must be entered and approved. Authorizations for FY11 travel will need to be amended when GovTrip is back up to insert FY11 accounting. Travel authorizations not entered in GovTrip for FY10 travel must be reported to FNM for accrual purposes.

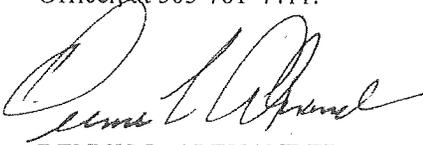
All completed travel must be vouchered by September 23. There is a possibility that GovTrip will be unavailable to process payments until after the new fiscal year. Please be reminded that employees are responsible for outstanding balances on their travel cards.

9/24/10 **Accruals** – All accruals must be reported to Financial Management for the year ending September 30, 2010. This includes all federal contracts and agreements where the goods/services were received but not paid; reimbursable agreements where the goods/services were completed but not billed; and travel authorizations not entered in GovTrip. All accruals must be forwarded to Norm Harris **and** Angelica Chavez via email.

Unreported expenses after September 24 are considered “undisclosed obligations”. All undisclosed obligations must be forwarded to the State Administrative Officer via email and contain an explanation to

the State Conservationist why it was not processed or disclosed per above requirements. Undisclosed obligations received after October 31, 2010 will not be considered for approval.

Questions regarding these instructions may be forwarded to Norm Harris, Financial Officer, at 505-761-4414, Angelica Chavez, Budget Analyst, at 505-761-4415, or Rosabeth Garcia-Sais, State Administrative Officer, at 505-761-4411.

A handwritten signature in black ink, appearing to read "Dennis L. Alexander", written in a cursive style.

DENNIS L. ALEXANDER
State Conservationist