# PCCLDlogo05MEMO

Date: 11/12/14

To: Library Supervisors

From: Chris Brogan, CFO

Subject: **YEAR-END FINANCE PROCEDURES – November 17, 2014 FINAL ORDER DATE FOR EQUIPMENT, FURNITURE, FIXTURES OVER $1,000**

Greetings!

This is your friendly year-end reminder of deadlines.

* The last date by which you can order furniture, fixtures and equipment worth over $1,000 is **November 17, 2014.** If you have received grant money from the Friends of the Library, and haven’t yet spent it, please proceed quickly! Darlene is available, as always, to help you get these things ordered.
* Books and supplies can be ordered through the end of the year, as long as the invoice clearly states “December 31, 2014” or earlier, and is received in Finance by January 16, 2015, which is our final closing date for 2014 business. **Any invoices dated in 2015, or invoices dated 2014 but received after January 16, 2015, will be charged to the 2015 budget year.**
* Travel expense reports for miscellaneous mileage reimbursement should be cut off by **December 31, 2014** and sent to Finance. Please pass this on to your employees – it’s very important that we get all expenses paid in the year in which the expense occurred. Also, travel expense reports should **never** be held for longer than 90 days. If the expense is for less than $10, it should be reimbursed out of petty cash, not held to accumulate enough expense to request a check.
* If you could search the nooks and crannies for those reimbursement requests and invoices and send them to Finance now, we would sure appreciate it.
* That’s all for now. Thanks for your help!

If you have any questions, please don’t hesitate to contact me at #652.