**ALLDEPTS EMAIL**

**Processes and dates remain largely unchanged from FY2018.**

All the detailed information you need is in the attached memo. If you prefer an in-person class, we will see below. We welcome your calls and emails: x6700 or [payment@rice.edu](mailto:payment@rice.edu) / x2478 or [crystald@rice.edu](mailto:crystald@rice.edu) . The information conveyed through each method is the same.

Here’s the short version:

* Cash deposit, Concur, purchase orders, and A/P cutoff dates are now consistently the end of calendar June.
* Purchasing card cutoff for FY19 will be June 28. The charges sent by the bank on the morning of July 1 will post in June and the charges sent July 2 and later will post in July.
* Concur cutoff for FY19 will be June 30. All reports entered and approved by June 30 will post in June and all reports entered or approved July 1 and later will post in July.

If you have concerns about invoices dated in June for goods or services received in July, please bring those items to the attention of Crystal Davis at [crystald@rice.edu](mailto:crystald@rice.edu).

In-person classes:

Wednesday, May 22 10 a.m. Cambridge Office Building, room 112

Thursday, May 30 2 p.m. Cambridge Office Building, room 116

The class will be recorded and made available on YouTube, with link on control.blogs.rice.edu. We will also come to you by appointment for groups of five or more – contact Crystal to schedule.