FY2015 Year End Questions and Answers

What do I do if I…

- Received a product or service by 08/31/15, but I haven’t paid for it by 08/31/15? Refer to the **payables and travel** document.

- Have travel that occurred by 08/31/15, but I haven’t been reimbursed for it by 08/31/15? Refer to the **payables and travel** document.

- Ordered a product or service by 08/31/15, but I haven’t received the items by 08/31/15? Refer to the **encumbrances** document.

- Have lots of encumbrances on my account at 08/31/15? Refer to the **encumbrances** document.

- Have an account that has a negative balance? Refer to the **negative balances** document.

- Have a limited/exempt purchase for FY16 that I want to enter in FAMIS in August, 2015? Refer to the **limited and exempt purchasing** document.

- Sold a service or product by 08/31/15, and have not received payment by 08/31/15? Refer to the **receivables** document.

- Have a donor pledge funds to our department, but I haven’t received their payment by 08/31/15? Refer to the **receivables** document.

- Have a customer who has owed us money for over a year and I don’t think we will ever collect the funds? Refer to the **receivables** document.

- Have consumable supplies inventory > $5,000? Refer to the **inventories** document.

- Have merchandise for resale inventory > $5,000? Refer to the **inventories** document.