DATE: May 2, 2016

TO: Project Directors and Primary Account Signers

FROM: Kam S. Lam, Senior Director of Finance and Accounting

SUBJECT: IMPORTANT INFORMATION REGARDING THE CLOSE OF FISCAL YEAR 2015-16

With the fiscal year ending June 30, 2016, receipt of the following information is critical to the integrity of the financial reporting of your account and the Research Foundation’s year-end audit.

1. Please immediately submit any invoices from vendors that you have on hand for payment.

2. Please submit June invoices as soon as you receive them. If there are problems with the invoice, and you don’t want to remit payment at that point in time, please send the invoice and a requisition for payment to Adele Ajimura (adele.ajimura@sjsu.edu) and indicate the reason for not paying. We will accrue the invoice amount, but will not pay until the problem is resolved.

3. If by July 7th, you have not been able to get invoices from your vendors for goods or services that have been received, please email Adele Ajimura (adele.ajimura@sjsu.edu) with the following information:

   (1) Account number; (2) Vendor name; (3) Amount; (4) Date of goods or services; (5) Description of goods or services

At all times, please be sure that invoices, appointment forms and timesheets are submitted promptly for processing and to comply with policies, procedures and government regulations.

THANK YOU FOR YOUR COOPERATION!