

UNIVERSITY OF NORTH DAKOTA
FOUNDATION

3100 University Ave. Stop 8157 | 800.543.8764 / 701.777.2611
Grand Forks, ND 58202-8157 | fax: 701.777.4054

DATE: May 10, 2011
TO: Admin Support Staff
FROM: Marla Anderson, Account Payable/Receivable Coordinator
SUBJECT: UND Foundation Fiscal Year End Procedures – Year Ending June 30, 2011

We are asking for your cooperation in assisting the UND Foundation with the completion of accurate financial statements in a timely manner. We **MUST** charge all materials and services, received on or by June 30, 2011 to fiscal year 2011 funds. To accomplish this, all departments are responsible in having the following documentation turned in by the appropriate dates and should clearly indicate FY11 on the paperwork:

- Accounts Payable: All invoices for materials and services received on or before June 30, 2011, must be submitted to the UND Foundation, (Strinden Center), Stop 8157 or 3100 University Avenue, **by Wednesday, July 6, 2011**. Transactions received after Wednesday, July 6th will be processed and charged to FY 2012.
- Accounts Receivable: Must be received in the UND Foundation Office, (Strinden Center), Stop 8157 or 3100 University Avenue, **by 1:00 pm on Thursday, June 30th**.

Questions/Comments – Please Contact:

Accounts Payable (A/P): Marla Anderson (7-2926) or
Nancy Pederson (7-3872)

Accounts Receivable (A/R): Donor Relations (7-2611) Gift Deposits
Marla Anderson (7-2926) Misc. Deposits

Early submission of payments would be greatly appreciated.