



**RESP and FND Announcements
18/19 Year End Closing Reminders
Tuesday, May 21, 2019**

18-19 Year End Closing Reminders

The Foundation's fiscal year ends Sunday, June 30. Please turn in any 18/19 related expenses (e.g., invoices/receipts for expenses, mileage, travel, uncleared advances, petty cash, payroll, and transfer of funds form) to the appropriate administration office as soon as possible, so they may be captured within the 18/19 fiscal year. To allow sufficient processing time, all June expenses are due no later than Wednesday, July 10.

If you have questions about this message, you may contact The Office of Research and Sponsored Programs (RESP) at 898-5700 or The Research Foundation Administration at 898-6811 or simply reply via email.

Thank you for your assistance with our year end closing.

All Foundation Project Directors and those authorized to sign on Foundation Accounts receive announcements via email. If you are no longer a project director and would like your name removed or wish to add administrative staff to the list, please reply to this message with appropriate instructions.