

FY05 Order Deadline – Friday, April 29, 2005

With the end of FY05 quickly approaching, Telecommunications would like to assist you in the FY05 year-end close out. We want to make sure FY05 funds remain in FY05. To do this, we are asking that all Telecommunications Service Requests (TSRs) requiring expenditure of FY05 funds be submitted no later than Friday, April 29. All requests received after April 29, will be charged to FY06.

However, to be flexible and allow for last minute needs, our Customer Service representatives will review TSRs arriving after April 29 to determine the time needed to complete each order. Those received after April 29, and requiring work that can be completed internally within the Telecommunications Department and can definitely be completed, may be charged to FY05 at our discretion. We will advise the department representative submitting the TSR if the work will be charged to FY05.

When submitting TSRs:

- Indicate the fiscal year to which the order is to be charged. This is very important for state accounts.
- Verify the FAS and AIS account numbers are correct. This will assure the correct account is charged for the service/equipment.

To summarize,

- **TSRs must clearly state the work is to be billed in FY05.**
- **The last day to submit TSRs, to be certain work will be charged to FY05 funds, is Friday, April 29, 2005.**

Questions or comments concerning this notice should be directed to our Customer Service Center at 453-2484 or stsr@siu.edu.