

FY04 Order Deadline – May 1, 2004

With the end of FY04 quickly approaching, Telecommunications would like to assist you in the FY04 year-end close out. We want to make sure FY04 funds remain in FY04. To do this, we are asking that all Telecommunications Service Requests (TSRs) requiring expenditure of FY04 funds be submitted before May 1, 2004. All requests received after May 1, 2004, will be charged to FY05.

However, to be flexible and allow for last minute needs, our Customer Service representatives will review TSRs arriving after May 1 to determine the time needed to complete each order. Those received after May 1, and requiring work that can be completed internally within the Telecommunications Department and can definitely be completed, may be charged to FY04 at our discretion. We will advise the department representative submitting the TSR if the work will be charged to FY04.

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 FY04.**
- **The last day to submit TSRs, to be certain work will be charged to FY04 funds, is May 1, 2004.**

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