

United States Department of Agriculture



Natural Resources Conservation Service
375 Jackson Street, Suite 600
St. Paul, MN 55101-1854

Transmitted via e-mail

August 31, 2004

MINNESOTA BULLETIN NO. 250-4-28

SUBJECT: FNM – END OF FISCAL YEAR PROCEDURES

Purpose. To provide year-end closing information.

Expiration Date. October 30, 2004.

We have received our year-end closing information and will need your assistance in meeting cutoff dates for purchases, clearing PCMS transactions, entering travel vouchers and submitting your unpaid obligations as accurately as possible.

PCMS – The last PCMS interface will run on September 23. Therefore, all purchases are to be made by September 15; reconcile all transactions no later than September 23. **Limit purchases after September 15 to emergencies only.** Inform Mary Jo Polunc, Budget Officer, via e-mail no later than noon on September 24 of any purchases made by credit card that have not cleared through PCMS including vendor name, budget object class and dollar amount.

Travel Vouchers – The last day to transmit travel vouchers to NFC is by **noon CDT September 23.** Any vouchers not submitted by September 23 must be held until October 1. Therefore, inform Mary Jo via e-mail no later than noon on September 24 of any outstanding vouchers including the traveler's name and estimated costs.

Miscellaneous - Even though there may be some emergency purchases, repairs or travel authorizations, please hold them to a minimum and inform the Mary Jo of them via e-mail no later than noon on September 24.

WILLIAM HUNT
State Conservationist

DIST: AE