

April 27, 2017

All,

This email and the attached files contain required information to close out the Judiciary's financial records for FY17.

The FY17 Year-end Memo provides important guidance, such as dates and further details, for processing year-end work to ensure a smooth and successful close-out. We realize that the document is rather lengthy; however, it is **essential** that this memo is reviewed and all guidance followed. The [Year-end Checklist](#) provides a quick snapshot of the required actions in date order. Please use the [memo](#), in coordination with the checklist, to obtain all system and processing deadlines and related details.

Of particular importance, please note that the processing of FY18 requisitions in GEARS began on March 13 and should be on-going as needed. It is important to have your requisitions entered in a timely basis to allow time for the Procurement Department to complete all necessary work for issuance of the Purchase Orders. Similar to last year, the [Encumbrance Request form is attached](#) to specify PO's that you would like to be considered for encumbering. Per the memo and checklist, this form is due by Friday, July 14th.

We greatly appreciate your attention and adherence to this schedule. Please take the required time now to review the information and place reminders on your personal and office calendars to ensure deadlines are met. Also, please share this information with any other applicable staff as needed. Feel free to reach out to myself or any of the other contacts listed for questions or assistance.

Thank you,
Tammy

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