Listed below are important cutoff dates and events that will occur during our fiscal 2011 year end process. Refer to these dates to ensure that your transactions are processed appropriately and on time! NOTE: The Accounts Payable cutoff is June 28th!!

Remember that goods or services received by June 30th should be expensed this fiscal year. You should make every effort to secure invoices in time for year-end processing. Deadlines specific to Procurement can be found at this web address: http://finance.tufts.edu/purchasing/downloads/FY11YearEndPurchasingGuidelines20110422040557.pdf. This includes information pertaining to P-Card deadlines.

Be proactive! Effort Reports for the months of April and May will be distributed on Wednesday June 1st. Making adjustments for these two months can ease the burden at year-end. Contact your Sponsored Programs Accountant if you have any questions.

June reports will be available on July 2nd. Review the information provided and report any problems to your school financial administrator. A list of administrators can be found near the end of this correspondence.
Thursday June 30th at 5:00pm  
Procurement Card cutoff – posting transactions to FY ’11.

Friday July 1st – all day  
4th quarter Effort Reports distributed to departments.  
**Please call SPA for any special handling requests!**

Friday July 1st beginning at 8:00pm  
Run 1st set of allocations for June – mock run  
Saturday July 2nd at 10:00am  
June reports available for schools.  
Friday July 15th at NOON  
4th quarter Effort Reports are due to Sponsored Programs Accounting.  
Friday July 22nd at 3:00pm  
School Operating Statements available (excluding final balancing entries).

---

**Your June reports will be available on July 2nd.** Any problems with your reports must be brought to the attention of your school financial administrator as soon as possible. The financial administrator for each school is listed below:

- **Advancement**  
  Sunny Callahan  
  7-5336  
  sunny.callahan@tufts.edu

- **Arts & Sciences**  
  Marc Miller  
  7-3269  
  marc.miller@tufts.edu

- **Central Admin**  
  Rich Kelley  
  7-3765  
  rich.kelley@tufts.edu

- **Cummings School**  
  Rock Rottler  
  7-3715  
  rock.rotter@tufts.edu

- **Dental School**  
  Elizabeth Torres  
  8-4632  
  elizabeth.torres@tufts.edu

- **Engineering School**  
  Joe McManus  
  8-4734  
  joseph.mcmanus@tufts.edu

- **Fletcher School**  
  Betty Conant  
  6-6842  
  betty.conant@tufts.edu

- **Friedman School**  
  Beth Conant  
  6-6842  
  betty.conant@tufts.edu

- **Feinstein Famine Ctr**  
  Scott Sahagian  
  7-3908  
  scott.sahagian@tufts.edu

- **Fletcher School**  
  Elizabeth Torres  
  8-4632  
  elizabeth.torres@tufts.edu

- **Fletcher School**  
  Joe McManus  
  8-4734  
  joseph.mcmanus@tufts.edu

- **Friedman School**  
  Terre Daly  
  6-3708  
  terese.daly@tufts.edu

- **HNRCA**  
  Alan Young  
  556-3308  
  alan.young@tufts.edu

- **Medical School**  
  Patti Ambrosia  
  6-0937  
  patrice.ambrosia@tufts.edu

- **Operations**  
  Ken Goldsmith  
  6-6549  
  kenneth.goldsmith@tufts.edu

- **Tisch College**  
  Gary Reinstein  
  7-2693  
  gary.reinstein@tufts.edu

- **Tisch College**  
  Joanne Minassian  
  7-2002  
  joanne.minassian@tufts.edu

- **UIT**  
  Nancy Wilson  
  7-4179  
  nancy.wilson@tufts.edu

- **UIT**  
  Marybeth Caputo  
  7-2615  
  marybeth.caputo@tufts.edu

- **UIT**  
  Angie Milonas  
  7-3432  
  angie.milonas@tufts.edu

---

**Year End Adjusting Entries – Post June 30th**

Effort reallocations must be sent to SPA no later than July 15th at NOON! All other school entries should be sent to Betsey Anderson or Rock Rottler in Finance and Planning. Please submit all entries in upload form. Finance departments will review and give final approval to all requested entries.