



Natural Resources Conservation Service
State Office
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July 30, 2003

OKLAHOMA BULLETIN NO. OK250-3-26

SUBJECT: FNM – Fiscal Year Closeout

Purpose. To remind employees of year-end requirements.

Expiration Date. September 30, 2003

ACTION REQUIRED: SEPTEMBER 5, 2003

Form SCS-FNM-170 (attached) is used to report unpaid items of expense through the end of the fiscal year. This form must be completed by all field and other offices including each state office section and signed by the appropriate supervisor. Estimates of temporary duty travel expenses that will occur before the end of the month must also be reported on the SCS-FNM-170. Do not include relocation travel expenses. Estimates for overtime anticipated for Pay Period 18 and the FIRST seven days of pay period 19 must be reported. Please double check to make sure that all unpaid expenses are reported and estimated as closely as possible where actual amounts are not known.

A response is required even if you do not have any unpaid expenses. Field Offices, Technical Offices, RC&D Offices, and TRC offices should mail SCS-FNM-170's to their Zone Office Assistant by Friday, September 5, 2003. The OA's will consolidate by budget object classes for their zone and send in to Financial Management by September 12, 2003. State Office Sections should submit SCS-FNM-170's to Financial Management.

Most VISA cardholders should NOT use the VISA purchase card after August 15, 2003. The OA's can use their purchase cards for equipment purchases until August 22, 2003. After August 15, 2003, field offices will notify their OA about any emergency purchases needed. The OA will contact management services or financial management for prior approval for any emergency purchases made after August 15, 2003. State office employees should notify the State Administrative Officer for prior approval of any emergency purchases needed.

Financial Management must have all accounting records 100% complete by September 30, 2003. **All purchases by the field must be completed by August 15, 2003.**

Any business expenses made with personal funds should be submitted to your OA on an OF-1129 or SF-1164 for reimbursement prior to August 15, 2003. These forms can be found online at <http://www.va.gov/forms/dotindex.asp>

All purchases using the VISA purchase card that have been posted to your account in the Purchasing Card Management System (PCMS), must be reconciled no later than September 5, 2003. Any purchases made, but not appearing in PCMS, should be included on your SCS-FNM-170.

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DIST: AE

Travel vouchers must be completed and submitted within **five** working days of the travel end date. Supervisors should ensure employees are up to date on submitting travel vouchers. Travel vouchers should not be submitted to NFC Online Travel after COB **September 12, 2003**, through the end of the fiscal year. Vouchers received after September 12, 2003, will be held until FNM advises Travel Online users to begin processing travel vouchers in FY2004.

Starting October 1, 2003, "04" will be used as the first two digits for all financial project codes (i.e., 0401T40, 0402T40, 0464T40, etc.), will be used for all charges to Fiscal Year 2004. When reconciling VISA statements in FY2004, be sure to look at the date of purchase, order, service, etc. ANY DATE BEFORE 10/01/03 MUST STILL BE CHARGED TO FY 2003 (i.e., 0301T40, 0302T40, 0364T40, etc.).

If you have any questions, please contact Financial Management.

A handwritten signature in cursive script, appearing to read "M. Darrel Dominick".

M. DARREL DOMINICK
State Conservationist

Attachments

YEAR-END REPORT OF UNPAID EXPENSES
(To be completed COB Friday, September 5, 2003)

Location: _____ (include city and FO, RC&D, TRC, SO staff, etc.)

TRAVEL List any travel that will be claimed on Form AD-616, Travel Voucher, but HAS NOT or WILL NOT be entered in NFC Travel Online by 9/12/03. Include airline tickets ordered on Bank of America travel cards, even if the travel hasn't occurred.

Traveler's Name	Amount
_____	_____
_____	_____
_____	_____
_____	_____

OVERTIME List actual and estimated paid overtime hours occurring in PP 18 (9/7/03-9/20/03), and the first seven days of PP19 (9/21/03-9/30/03). Provide employee's name, number of overtime hours, and project being worked. DO NOT INCLUDE COMP TIME OR CREDIT LEAVE.

_____	_____
_____	_____
_____	_____
_____	_____

UNRECONCILED EXPENSES List any purchases not vouchered for and PCMS purchases not reconciled through the VISA purchase card system. Provide a description of the purchase or service, vendor's name, and amount. Estimate the amount to the best of your knowledge.

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Supervisor's Signature

Date