Re: Year-end Closing 30 June 2022

To better prepare for the financial year-end closing on 30 June 2022, we have introduced a pre-closing cut off to ease the congested and intensive workload that both Departments and our Office frequently experienced during the year-end period. Departments are therefore requested to observe the following two important cut-off dates for submission of invoices and claims for the expenditure to be posted to the Year 2021-22.

Special Arrangement for Outstanding Purchase Orders (POs) for Equipment Purchase for Academic Units

In view of the prevailing Omicron outbreak, certain equipment purchased in 2021-22 might not be able to be delivered before the end of the financial year. As a special arrangement for 2021-22 endorsed by our President, all Colleges/Schools with outstanding POs (i.e. orders placed but goods not received by end of June 2022) charging to the Departmental Equipment accounts (Vote 3) will be allowed to overspend the same amount to meet their financial commitment in 2021-22.

Please note the below illustrative example for reference:

<table>
<thead>
<tr>
<th>Vote 3</th>
<th>Approved Budget</th>
<th>Actual</th>
<th>Outstanding Purchase Orders</th>
<th>Outstanding Purchase Requisitions/Free Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>$10 million</td>
<td>$6 million</td>
<td>$3 million</td>
<td>$1 million</td>
</tr>
</tbody>
</table>

Special Arrangement

a. $3 million will be earmarked for AU
b. AU is allowed to overspend up to $3 million, on top of their 2022-23 approved budget

Please note that the above arrangement does not include renovation works. Departments should review their current budget for renovations. Should the amount is not required as planned, the budget should be returned to Central for redeployment as soon as possible. Budget request shall be resubmitted by Colleges/Schools for approval in accordance with CDO’s latest work schedule.
(A) 1 April 2022 (Pre-closing Cut-off Date)

1. **Purchase Requisition (PR):** Departments are required to submit your PRs together with full purchase specifications to our Procurement Unit on or before the following deadlines. Sufficient time must be allowed for the tendering process.

<table>
<thead>
<tr>
<th>Purchase Amount</th>
<th>Deadline for Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Over HK$500,000</td>
<td>1 April 2022</td>
</tr>
<tr>
<td>Equal or below HK$500,000</td>
<td>30 April 2022</td>
</tr>
</tbody>
</table>

2. **Purchase Order (PO):** Departments are strongly recommended to follow-up on the outstanding POs to ensure timely delivery of your purchased goods and inclusion in your 2021-22 expenditure. Departments are requested to check and update all outstanding goods receipt records via i-Procurement. You are required to submit all invoices / delivery notes and reimbursement requests for payment as early as possible. If the PO lines are no longer required, please contact our Procurement Team for cancellation or arrange finally closed.

3. **Other transactions:** We would also ask your kind assistance to submit the following documents on or before the deadlines.

<table>
<thead>
<tr>
<th>Other Transactions</th>
<th>Transactions incurred/to be incurred</th>
<th>Deadline for Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>a) Bank receipts and incoming fund transfer receipt for student fees, student contributions for student activities, sponsorship, conference fees, sales of publications and other bank remittance from outsiders</td>
<td>On or before 31 March 2022</td>
<td>Before 14 April 2022</td>
</tr>
<tr>
<td>b) All invoices and payment requests for purchases and services</td>
<td>1 April to 30 April 2022</td>
<td>Before 14 May 2022</td>
</tr>
<tr>
<td>c) Staff development, duty visits and other staff claims</td>
<td>1 May to 31 May 2022</td>
<td>Before 14 June 2022</td>
</tr>
</tbody>
</table>

4. Any delay in submitting invoices and reimbursement requests that do not comply with the Pre-closing Cut-off deadline may affect your year-end budget balances and reserves position. If you encounter any difficulty in meeting the above deadlines, please let us know as soon as possible and we can make special arrangement as required.

(B) 30 June 2022 (Closing Cut-Off)

1. In order to recognize the expenditure of goods / services that received / rendered on or before 30 June 2022, Departments should observe the procedures for PR, PO and other transactions as described in (A) above to cover the remaining period of the financial year. The detailed submission deadlines will be communicated to you in early May 2022. Please be reminded that for overseas visits, passages, conference attendance and organizing of activities, the expenditure will be charged to the relevant financial year based on the date of event, rather than the approval date.
Enquires and Distribution of this Memorandum: Please contact our colleagues in their respective service area for clarification/assistance. Please also distribute a copy of this memorandum to your staff members who are responsible for administering procurement, receipts, invoices, payment requests and reimbursements.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Contact Person</th>
<th>Office Tel.</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounting &amp; Financial Planning Unit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Budget</td>
<td>Alfred Chau</td>
<td>3442-8389</td>
<td><a href="mailto:khchau@cityu.edu.hk">khchau@cityu.edu.hk</a></td>
</tr>
<tr>
<td>• Research and Mainland Operations</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Accounting, Self-financing Activities</td>
<td>May Wong</td>
<td>3442-9491</td>
<td><a href="mailto:fomay@cityu.edu.hk">fomay@cityu.edu.hk</a></td>
</tr>
<tr>
<td>and Subsidiaries</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Procurement &amp; Campus Services Unit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Procurement</td>
<td>Terence Ko</td>
<td>3442-6328</td>
<td><a href="mailto:terence.ko@cityu.edu.hk">terence.ko@cityu.edu.hk</a></td>
</tr>
<tr>
<td>• Campus Services</td>
<td>Katy Lee</td>
<td>3442-6380</td>
<td><a href="mailto:katy.lee@cityu.edu.hk">katy.lee@cityu.edu.hk</a></td>
</tr>
<tr>
<td><strong>Treasury, Payroll &amp; Staff Disbursement Unit</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Invoices, Payment, Goods</td>
<td>Kristie Wong</td>
<td>3442-6334</td>
<td><a href="mailto:kristie.wong@cityu.edu.hk">kristie.wong@cityu.edu.hk</a></td>
</tr>
<tr>
<td>Receipts and Staff Disbursement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Payroll</td>
<td>Francis Lam</td>
<td>3442-2838</td>
<td><a href="mailto:wailam@cityu.edu.hk">wailam@cityu.edu.hk</a></td>
</tr>
<tr>
<td>• Students Fees, Receipts</td>
<td>Bryan Lee</td>
<td>3442-6339</td>
<td><a href="mailto:bryan.lee@cityu.edu.hk">bryan.lee@cityu.edu.hk</a></td>
</tr>
<tr>
<td>and Remittance</td>
<td></td>
<td></td>
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</table>

Thank you again for your attention and kind assistance. Please stay safe and healthy.

Maggie Chau
### Standard Distribution List

#### Management
- President
- Provost
- VP (DE)
- VP (RT)
- VP (SA)
- VP (AD)
- Chief of Staff
- Acting CIO
- Dean (Graduate Studies)
- Acting Dean (CB)
- Dean (CLASS)
- Dean (CENG)
- Dean (CSCI)
- Dean (JCC)
- Dean (SCM)
- Dean (SDSC)
- Dean (SEE)
- Dean (SLW)
- Dean of Students

#### Research Centre
- ACIM
- ACRC
- AERC
- AIM
- ANSD
- ATIS
- CAHW
- CASM
- CBNN
- CCC
- CCCN
- CCNS
- CCR
- CDTC
- CEACOP
- CFP
- CFSC
- CGIF
- CJER
- CNIE
- CNS
- COSDAF
- CPAL
- CRA
- CSCR
- CSHK
- CSIE
- FBAC
- FCMC
- GCCC
- H2O
- HCLS
- HKCML
- HKIAS
- HKICE
- HKIDS
- ICTC
- LARU
- LBJ
- MERC
- NPMM
- OBOR
- OHRP
- SEARC
- SKLMP
- SKLTMW
- TBSC

#### Administrative and Services
- ADMO
- ARO
- ARRO
- BG
- CCIV
- CDO
- CPRO
- CSC
- CUC
- DGO
- DO
- ESU
- FMO
- FO
- GEO
- HRO
- IAUD
- IRO
- KTO
- LCO
- LIB
- MB
- RO
- SCOPE
- SDS
- SRO
- TED
- UP

#### Academic Department
- AC
- ACE
- ADSE
- AIS
- BIOS
- BME
- BMS
- BST
- CAH
- CHEM
- COM
- CS
- EE
- EF
- EN
- IS
- LC
- LT
- MA
- MGT
- MKT
- MNE
- MS
- MSE
- NS
- PH
- PHY
- POL
- SS
- VCS