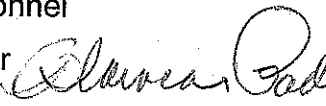


Memorandum



ate: September 2, 2009

To: All Department Directors
and FAMIS Liaison Personnel

From: Blanca Padron, Controller
Finance Department 

Subject: Year-End Closing Package September 30, 2009

Attached is your **2009 Year-End Closing Package**, which explains the procedures that need to be followed and the forms that need to be completed. Please adhere to instructions printed on each form. You can access the 2009 Year-End Closing Package at www.miamidade.gov/finance. The following summarizes the forms that will need to be returned to Finance with the corresponding dates:

<u>Forms</u>	<u>Submission Date</u>
Accounts Payable Liaison	September 21, 2009
FAMIS Liaison	September 21, 2009
FEMA Liaison	September 21, 2009
Accounts Payable Authorized Signatures	September 21, 2009
Wire Transfers Authorization Form	September 21, 2009
Travel Authorized Signatures	September 21, 2009
Departmental Employee Recognition Award Form	September 21, 2009
Petty Cash Authorization Form	September 21, 2009
Debt Arrearage Ordinance Liaison Form - A.O. No. 3-29	September 21, 2009
Trust Fund Authorized Signatures	September 21, 2009

Thank you for your cooperation.

BP:am
Attachments