

Memorandum



Date: September 2, 2014

To: All Department Directors
and FAMIS Liaison Personnel

From: Sandra Bridgeman, Controller
Finance Department

Subject: Yend-End Closing Package September 30, 2014

Attached is your 2014 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 2014 Year-End Closing Package at <http://www.miamidade.gov/finance/year-end.asp>. The following summarizes the forms that will need to be returned to Finance with the corresponding dates:

Forms	Submission Date
Accounts Payable Disbursement and Wire Transfers Authorized Signatures	September 15, 2014
Accounts Payable/Purchasing Travel Credit Card Liaison	September 15, 2014
Debt Arrearage Ordinance Designee Form – A.O. No. 3-29	September 15, 2014
Department Travel Liaison	September 15, 2014
Departmental Employee Recognition Award Custodian Form	September 15, 2014
FAMIS Liaison & Authorized Signature for Systems Security Access	September 15, 2014
FEMA Liaison and Authorized Signatures for FEMA Security Access	September 15, 2014
Petty Cash and/or Change Funds Custodian Form	September 15, 2014
Purchase and/or Travel Card Reconciliation Authorization	September 15, 2014
Travel Authorized Signatures	September 15, 2014
Trust Fund Authorized Signatures	September 15, 2014

Thank you for your cooperation.

SB:gps

Attachments