

Memorandum



Date: August 25, 2015
To: All Department Directors
and FAMIS Liaison Personnel
From: Sandra Bridgeman, Controller
Finance Department
Subject: Yend-End Closing Package September 30, 2015

Attached is your 2015 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 will be able to access the 2015 Year-End Closing Package on the Finance Intranet website at: <http://intra.miamidade.gov/finance/>. In the meantime, the documents are attached for your convenience.

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 14, 2015
Accounts Payable/Purchasing Travel Credit Card Liaison	September 14, 2015
Debt Arrearage Ordinance Designee Form – A.O. No. 3-29	September 14, 2015
Department Travel Liaison	September 14, 2015
Departmental Employee Recognition Award Custodian Form	September 14, 2015
FAMIS Liaison & Authorized Signature for Systems Security Access	September 14, 2015
FEMA Liaison and Authorized Signatures for FEMA Security Access	September 14, 2015
Petty Cash and/or Change Funds Custodian Form	September 14, 2015
Purchase and/or Travel Card Reconciliation Authorization	September 14, 2015
Travel Authorized Signatures	September 14, 2015
Trust Fund Authorized Signatures	September 14, 2015

Thank you for your cooperation.

SB:gps

Attachments