

# Memorandum



**Date:** September 7, 2016  
**To:** All Department Directors  
and FAMIS Liaison Personnel  
**From:** Berta Rufat, Controller   
Finance Department  
**Subject:** Yend-End Closing Package September 30, 2016

---

Attached is your 2016 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 2016 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:

| <b>Forms</b>   | <b>Submission Date</b> |
|--|------------------------|
| Accounts Payable Disbursement and Wire Transfers Authorized Signatures | September 16, 2016     |
| Accounts Payable/Purchasing Travel Credit Card Liaison                 | September 16, 2016     |
| Debt Arrearage Ordinance Designee Form – A.O. No. 3-29                 | September 16, 2016     |
| Department Travel Liaison  | September 16, 2016     |
| Departmental Employee Recognition Award Custodian Form                 | September 16, 2016     |
| FAMIS Liaison & Authorized Signature for Systems Security Access       | September 16, 2016     |
| FEMA Liaison and Authorized Signatures for FEMA Security Access        | September 16, 2016     |
| Petty Cash and/or Change Funds Custodian Form                          | September 16, 2016     |
| Purchase and/or Travel Card Reconciliation Authorization               | September 16, 2016     |
| Travel Authorized Signatures   | September 16, 2016     |
| Trust Fund Authorized Signatures                                       | September 16, 2016     |

Thank you for your cooperation.

BR:tlr

Attachments