

UNIVERSITY OF NORTH DAKOTA  
**FOUNDATION**

3100 University Ave. Stop 8157 | 800.543.8764 / 701.777.2611  
Grand Forks, ND 58202-8157 | fax: 701.777.4054

DATE: June 1, 2009  
TO: Admin Support Staff  
FROM: Nancy Pederson, Director of Finance  
SUBJECT: UND Foundation Fiscal Year End Procedures – Year Ending June 30, 2009

We are asking for your cooperation in assisting the UND Foundation with the completion of accurate financial statements in a timely manner. To accomplish this, we must charge all materials and services, received on or by June 30, 2009 to fiscal year 2009 funds. To accomplish this all departments **are responsible to have the following documentation in by the appropriate dates:**

- Accounts Payable: All invoices for materials and services received on or before June 30, 2009, must be submitted to the UND Foundation, (Strinden Center), Stop 8157 or 3100 University Avenue, **by Monday, July 6, 2009**. Transactions received after Monday, July 6<sup>th</sup> will be processed and charged to FY 2010.
- Accounts Receivable: Must be received in the UND Foundation Office, (Strinden Center), Stop 8157 or 3100 University Avenue, **by 1:00 pm on Tuesday, June 30<sup>th</sup>**.

**Questions/Comments – Please Contact:**

Accounts Payable (A/P): Melissa Dillman (7-3445) or  
Marla Anderson (7-2926)

Accounts Receivable (A/R): Wendy Honrath (7-2813) Gift Deposits  
Marla Anderson (7-2926) Misc. Deposits

Early submission of payments would be greatly appreciated.