

**31
July**

Finance Year End 17/18

Payment Request Forms

Payment request forms, for cheque or BACS payments should be submitted to Purchase Ledger by Friday 20 July.

Staff Advances & Balance of Advances

If you have had a staff advance of expenses you must ensure that the balance of advance* with receipts is received by Purchase Ledger by Friday 20 July.

*The excess of what you have spent above the amount of money you were advanced.



Staff Expenses

Staff expense claims with receipts (unless mileage) should be submitted on Core by Friday 20 July.

Claims dated 20-31 July should be submitted by Friday 3 August

Student Expenses

Student expense claims (hard copy only) with receipts (unless mileage) should be received by Purchase Ledger by Friday 20 July.

Sales Invoice Requests

Request to raise sales invoices for services provided up to 31 July 2018 need to be received by Sales Ledger by Wednesday 25 July.



Receipting Cheques and Debit/Credit Card Payments

All non-cash transactions receipted on income pads or receipt books need to be received by the Finance Recovery Team by 4pm on Thursday 26 July.



Supplier Invoices (UK & Overseas)

Supplier invoices need to be received by Purchase Ledger by 12pm on Friday 27 July.



Purchase Cards

Purchase card holders should ensure that all transactions are coded and authorised on Freedom by Thursday 26 July.

Receipting Cash

All cash receipted on income pads or receipt books should be paid in to Finance Recovery Services (formerly Cashiers), Level 2 Surrey Building by 11am on Monday 30 July.



Receipt of Goods / Services

If you have ordered goods/services through the Finance system and have received the goods, please let us know by 3pm on Tuesday 31 July.



Core Timesheet Claims

Timesheets submitted via Core need to be completed and authorised by Sunday 5 August.



Paper Timesheet Claims

Paper-based timesheets for July need to be completed, approved and sent to the Payroll Team at payroll@shu.ac.uk by Tuesday 31 July.

Addresses and Contact Details

Purchase Ledger

Oneleven Building, Level 5

☎ x3585

@ Staff expenses queries
! finance (expenses)

Payment request queries,
supplier invoices
! finance (payments out)

Purchase card queries
! finance (purchase cards)

Purchase order queries
! finance (purchasing)

Sales Ledger Invoicing Team

Oneleven Building, Level 5

☎ x 2478

@ ! Finance (Invoicing Team)

Sales Ledger Recovery Team

Oneleven Building, Level 5

☎ x5668

@ ! Finance (Recovery Team)

The Finance Recovery Office is located on Level 2, Surrey Building and is open Mon-Thurs 9:00-12:30.

Summary

20/7	25/7	26/7	27/7
<ul style="list-style-type: none"> • Payment request forms • Staff advances / balance of advances • Staff expenses • Student expenses 	<ul style="list-style-type: none"> • Sales invoice requests 	<ul style="list-style-type: none"> • Receipting cheques and debit /credit card payments • Purchase cards 	<ul style="list-style-type: none"> • Supplier invoices
	30/7	31/7	05/8
	<ul style="list-style-type: none"> • Receipting cash 	<ul style="list-style-type: none"> • Receipt of goods / services • Paper Timesheets 	<ul style="list-style-type: none"> • Core Timesheets