

DATE: November 16, 2005

TO: Agency Addressed (No. 11, 2005-2006)

FROM: Douglas A. Darling, Director
Division of Accounting & Auditing
Department of Financial Services

SUBJECT: VOUCHER PROCESSING FOR CALENDAR YEAR END 2005

As the end of the calendar year approaches, we recommend that all agencies allow adequate time for processing financial transactions prior to December 31, 2005. For those transactions processed directly into FLAIR we are asking agencies to substantially complete their voucher input by Friday, December 23, 2005. All **certified forward vouchers** and other vouchers that need to be processed before the end of the calendar year should be submitted to the Bureau of Auditing by the close of business on Tuesday, December 27. Vouchers will be accepted after December 27 on an exception basis only.

MyFloridaMarketPlace(MFMP) **certified forward disbursement transactions** must be approved and submitted to the Bureau of Auditing by the close of business on December 21. This will allow the Bureau to review and approve the transactions by December 29 in order for payment on December 30. Agencies should monitor their MFMP transactions and notify the Bureau of Auditing of any outstanding **certified forward** invoice reconciliations (IRs) by close of business on December 27.

Please contact Judy Sarvis at 850-413-5710, Suncom 293-5710, Judy.Sarvis@fldfs.com or Sharon Schrader at 850-413-5624, Suncom 293-5624, Sharon.Schrader@fldfs.com if additional information or assistance is needed.