



Natural Resources Conservation Service  
6013 Lakeside Blvd.  
Indianapolis, IN 46278

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July 11, 2007

**INDIANA BULLETIN NO. IN250-7-1**

**SUBJECT: FNM – Fiscal Year 2007 End of Year Instructions**

**Purpose:** To inform employees of FY 2007 year-end deadlines.

**Expiration date:** September 30, 2007

Please review carefully as the due dates for year-end activities will be accelerated this year.

There should be no purchasing activity after August 3, 2007. Any purchases needed between August 6, and September 30, 2007, need to be sent to Steve Baldwin, Contracting Specialist on the Management Services Staff at the state office. Any vehicle repairs should be communicated to Gail Voiles, Accounting Technician on the Financial Management Staff at the state office. Corresponding invoices should be sent to Gail for payment.

Travel vouchers and SF-1164's should be approved and promptly mailed to Gail Voiles for processing. For travel occurring in the month of September, please fill out an FNM 170 estimating the amount of your expenses and mail this form to Gail Voiles by September 7, 2007.

For those employees with purchase cards, make sure to include any items that have not been approved in PCMS on your month-end estimate of unpaid obligation spreadsheet. If they have not come through PCMS to be reconciled, then they are still unpaid and need to be on the spreadsheet.

If you have any questions regarding any of this information, please contact Donna Coleman at 317-290-3200, extension 331.

*/s/ Jill Reinhart {Acting For}*

JANE E. HARDISTY  
State Conservationist

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