



FISCAL YEAR 2019 YEAR END INSTRUCTIONS

Office of Financial Services

P.O. Box 40400
Lafayette, LA 70504-0400
Office: (337) 482-6235
Fax: (337) 482-6534
www.financialservices.louisiana.edu

Please be reminded that the University's fiscal year 2019 is coming to an end. In preparation for the final close, all **revenues earned** and all **goods and services received on or before June 30, 2019** must be reported in the financial records. To ensure that this information is received by Financial Services in a timely manner, please adhere to the following procedures.

