

AOSD User Flash #290: Grant Year End Tasks, YE Voucher Posting, Pay Cycle Schedule, COIT & Carbon Tax Postings, and W-9 and Wire Request Forms

8/6/2018

Grant Year End Tasks

Please see the attached [\(click here\)](#) for important information regarding grant related FY18 year-end tasks.

YE Voucher Posting Reminder

All vouchers associated with FY18 Purchase Orders, **including FY19 vouchers**, must be posted by August 10th. After August 10th, any pending vouchers linked to FY18 POs will be deleted in order for the POs to be rolled or closed.

Pay Cycle & Payment Schedule

Please note that AOSD runs the vendor check and Paymode (ACH) pay cycles to produce payments between 3:30 p.m. and 4:00 p.m. every day. Please ensure your payment vouchers are completely approved before this time, or your voucher will not be picked up for payment on that day.

COIT & Carbon Tax

The FY18 1.9% COIT FEE and 13% CARBON TAX have been posted in Fiscal Period 12-2018.

W-9 & Wire Request Forms

For security reasons, the Supplier Management Team (“SMT”) requests that all W-9 forms be sent via mail or uploaded to the Controller’s secured Sharefile. Neither Suppliers nor Departments should forward W-9 forms via e-mail. Similarly, Departmental Wire Request Forms should be forwarded to SMT via interoffice or uploaded to Sharefile. For additional information or questions about utilizing Sharefile, please contact SMT directly at Supplier.Management@sfgov.org.