




**BREVARD COUNTY**  
BOARD OF COUNTY COMMISSIONERS

**INTER-OFFICE  
MEMORANDUM**

TO: All Departments/Offices  
Assistant County Managers  
Court Administration  
Public Defender  
State Attorney

FROM: Steve Stultz, Central Services Director 

DATE: August 12, 2008

SUBJ: Workshop for FY 2007/2008 Year-End *and* FY 2008/2009 Purchasing and Finance Requirements

In order to assist departments with FY 2007/2008 Year-End close and new fiscal year requirements, a Workshop is scheduled for September 8, 2008 from 9:00 a.m.– 12:00 noon located at the Brevard County Government Center, 2725 Judge Fran Jamieson Way, Bldg C, in the Florida Room.

At the workshop, there will be a review on framework purchase requisitions requests, close of current fiscal year purchase orders, timeframe to begin entering in requisitions, Accounts Payable, Revenue/Bank Deposits, End of year requirements (accruals, adjustments, etc.) and Grant Reporting.

You will need to determine the personnel who will be involved in the year-end process for your agency and contact Barbara Tarbox or Jeanne Potter in Purchasing at extension 5-7390 to schedule those personnel for the workshop.

Please do not hesitate to call me if you have questions or require additional clarification.