



## Purpose

This document provides guidance to college staff for submitting a request for reimbursement of Ex Libris software subscriptions incurred in Fiscal Year FY21-22 (July 1, 2021 - June 30, 2022).

## Key Points

- The intent is to reimburse expenses incurred between July 1, 2021 and June 30, 2022.
- You may need to reference two invoices to capture all expenses
- Only the current fiscal year portion of invoices may be reimbursed
- No expenses preceding the current fiscal year or falling into the next fiscal year will be reimbursed

## Software Expenses on your Invoice

The image below identifies that portion of your invoice(s) that are to be considered for reimbursement. In this sample we see that the period of services spans two fiscal years (FY21-22 and FY22-23). Only those expenses which apply to FY21-22 are to be submitted for reimbursement.

Note that invoices will vary between colleges. Some may include other subscriptions or services. Only the subscription fee is being considered for reimbursement at this time.

Description	Period	VAT	Reference	Cost
<b>LSP</b> Publisher: Library Services Platform Program				
Library Services Platform Program Subscription fee Billing cycle:	01/01/2022 - 12/31/2022			22,538.00
<b>Total value, USD</b> 1 Invoice Items				<b>22,538.00</b>

## Determining Fiscal Year Expenses - Example

In the example below we see that expenses invoiced on a calendar-year basis are treated from a fiscal-year accounting perspective as both “current year” and pre-paid “future year” expenses.

To fully capture expenses for FY21-22 we must review two invoices as shown below:

Q3-20	Q4-20	Q1-21	Q2-21	Q3-21	Q4-21	Q1-22	Q2-22
Jan 21	Apr 21	Jul 21	Oct 21	Jan 22	Apr 22	Jul 22	Oct 22
Invoice 1 \$16,000				Invoice 2 \$20,000			
FY 20-21 expense \$4,000	FY 20-21 expense \$4,000	FY 21-22 expense \$4,000	FY 21-22 expense \$4,000				
				FY 21-22 expense \$5,000	FY 21-22 expense \$5,000	FY 22-23 expense \$5,000	FY 22-23 expense \$5,000
		<b>Reimburse \$18,000</b>					

The college in the example may request \$18,000 by submitting copies of both Invoice 1 and Invoice 2, plus documentation showing these invoices were paid.

Only the *portions* of each calendar-year invoice that coincide with FY21-22 may be reimbursed. In this example we see that the applicable expenses from each invoice are as follows:

- Invoice 1: July 1 - December 31, 2021
- Invoice 2: January 1 - June 30 2022