



### Revised 2016-2017 Fiscal Year-End Deadlines

#### CATEGORY

#### FORWARD TO

#### Item must arrive to department by

2017

JAN FEB MAR APR MAY JUN

#### Associate Vice President for Admin & Finance

Annual PeopleSoft Security review and approved by Associate VP, Administration & Fin.

AVPAF

5

#### Budget Administration

Budget Transfers.

Budget Admin.

13

#### Business Financial Services

Direct Pay Requests with the Hiring/Engagement Package (if applicable), delivered to Accounts Payable by June 13, 2017.

Bus Fin Svcs/AP

13

Expenditure Transfer.

Bus Fin Svcs.

23

Travel Expense Claims.

Bus Fin Svcs.

23

Moving and Relocation Expenses: Anticipated expenses through June 30, 2017.

Bus Fin Svcs.

6

Travel accruals for travel claims that have not been submitted to BFS (anticipated travel expenses through June 30, 2017). Use the Journal Upload Template in the Public Folders under BFS.

Bus Fin Svcs.

28

Request for invoicing through 06/30/17.

Bus Fin Svcs.

13

Payment made to an individual for anticipated expenses for services through 06/30/17, e-mail the IC Pre-Hire worksheet to the BFS Tax Compliance link by 06/02/2017.

Bus Fin Svcs.

2

Request for refunds.

Bus Fin Svcs.

13

Update P-card charges in PeopleSoft.

Bus Fin Svcs.

28

Submit hardcopy of P-card charges/statement to Accounts Payable.

Bus Fin Svcs.

30

Submit PO invoices to Accounts Payable for payment.

Bus Fin Svcs.

16

Last day to print student and non-student checks.

Bus Fin Svcs.

30

Outstanding Facilities Work Orders to BFS

Bus Fin Svcs.

15

#### Staples

Staples -Special Orders; custom stamps; orders requiring ITS approval.

Staples

16

Staples - Online Orders.

Staples

23

Upload tape for Campus Store/Staples

Bus Fin Svcs.

5

#### Facilities Operations

Work request (Chargebacks) - FY 2016/2017 involving bidding

Facilities Ops

15

Work request (Chargebacks) - FY 2016/2017 Not requiring bidding but requiring purchase orders of \$15,000 and above

Facilities Ops

3

Work request (Chargebacks) - FY 2016/2017 Not requiring bidding and purchase orders less than \$15,000

Facilities Ops

24

Chargebacks for Facilities Services

Bus Fin Svcs.

5

#### Distribution Center (Mail and Shipping & Receiving Services)

Postage

Distribution Center

31

Chargebacks for Mail Services

Bus Fin Svcs.

5

United Parcel Service charges.

Distribution Center

19

Chargebacks for UPS

Bus Fin Svcs.

5

#### Human Resources Management

Time-base changes, leaves, etc.

HRM - Faculty Affairs/Benefits

9

ETF's for Summer Session appointments.

HRM - Faculty Affairs/Benefits

16

Last day to enter Summer Session appointments into PeopleSoft.

HRM - Faculty Affairs/Benefits

16

JAN FEB MAR APR MAY JUN

## 2016-2017 Fiscal Year-End Deadlines

| CATEGORY   | FORWARD TO        | Item must arrive to department by |     |     |     |     |     |
|--|-------------------|-----------------------------------|-----|-----|-----|-----|-----|
|  |                   | 2017                              |     |     |     |     |     |
|  |                   | JAN                               | FEB | MAR | APR | MAY | JUN |
| <b><u>Payroll</u></b>  |                   |                                   |     |     |     |     |     |
| Payroll transfer of funds for July 2016 thru March 2017.                                       | Payroll Office    |                                   |     |     | 4   |     |     |
| Payroll transfer of funds for April 2017.  | Payroll Office    |                                   |     |     |     | 23  |     |
| Payroll transfer of funds for May 2017 - No transfer of funds will be accepted after deadline. | Payroll Office    |                                   |     |     |     | 31  |     |
| <b><u>Procurement and Contracts</u></b>  |                   |                                   |     |     |     |     |     |
| Procurement purchases requiring biddings.  | Procurement       |                                   |     |     |     | 5   |     |
| Procurement purchases not requiring biddings.  | Procurement       |                                   |     |     |     | 12  |     |
| Purchases requiring Information Technology Serv. Approval.                                     | ITS               |                                   |     |     |     | 11  |     |
| 2016-2017 Purchase Orders Funds Disencumbrances Request.                                       | Procurement       |                                   |     |     |     |     | 9   |
| Last day to augment a Purchase Order.  |                   |                                   |     |     |     |     | 9   |
|  |                   |                                   |     |     |     |     | 9   |
| <b>Note: Credit card statement cut-off date is every 22nd of the month.</b>                    |                   |                                   |     |     |     |     |     |
| <b><u>Public Affairs</u></b>   |                   |                                   |     |     |     |     |     |
| Publications/Public Affairs.   | Public Affairs    |                                   |     |     |     | 23  |     |
| Chargebacks for Public Affairs.  | Bus Fin Svcs.     |                                   |     |     |     |     | 5   |
| <b><u>Printing Center Operations</u></b>   |                   |                                   |     |     |     |     |     |
| Copy Center charges.   | Printing Center   |                                   |     |     |     | 23  |     |
| Printing Center charges.   | Printing Center   |                                   |     |     |     | 23  |     |
| Chargebacks for Printing Services.   | Bus Fin Svcs.     |                                   |     |     |     |     | 5   |
| <b><u>Public Safety/Parking</u></b>  |                   |                                   |     |     |     |     |     |
| Chargebacks.   | Bus Fin Svcs      |                                   |     |     |     |     | 5   |
| <b><u>Student Financial Services</u></b>   |                   |                                   |     |     |     |     |     |
| Petty cash reimbursement.  | Student Fin Svcs. |                                   |     |     |     |     | 13  |
| Departmental deposits.   | Cashier's Office  |                                   |     |     |     |     | 30  |
| <i>Departmental Deposits must be received <b>before 2:00 pm</b> on June 30th, 2017</i>         |                   |                                   |     |     |     |     |     |
| <b><u>Telecommunications</u></b>   |                   |                                   |     |     |     |     |     |
| Adds, moves, & changes   | Telecomm          |                                   |     |     |     | 23  |     |
| Network chargebacks.   | Telecomm          |                                   |     |     |     | 23  |     |
| Voice mail purchases.  | Telecomm          |                                   |     |     |     | 23  |     |
| Chargebacks for Telecom.   | Bus Fin Svcs.     |                                   |     |     |     |     | 5   |

| Item must arrive to department by |     |     |     |     |     |  |
|-----------------------------------|-----|-----|-----|-----|-----|--|
| 2017                              |     |     |     |     |     |  |
| JAN                               | FEB | MAR | APR | MAY | JUN |  |
|                                   |     |     | 4   |     |     |  |
|                                   |     |     |     | 23  |     |  |
|                                   |     |     |     | 31  |     |  |
|                                   |     |     |     | 5   |     |  |
|                                   |     |     |     | 12  |     |  |
|                                   |     |     |     | 11  |     |  |
|                                   |     |     |     |     | 9   |  |
|                                   |     |     |     |     | 9   |  |
|                                   |     |     |     |     | 9   |  |
|                                   |     |     |     | 23  |     |  |
|                                   |     |     |     |     | 5   |  |
|                                   |     |     |     | 23  |     |  |
|                                   |     |     |     | 23  |     |  |
|                                   |     |     |     |     | 5   |  |
|                                   |     |     |     |     | 5   |  |
|                                   |     |     |     |     | 13  |  |
|                                   |     |     |     |     | 30  |  |
|                                   |     |     |     | 23  |     |  |
|                                   |     |     |     | 23  |     |  |
|                                   |     |     |     | 23  |     |  |
|                                   |     |     |     |     | 5   |  |
| JAN                               | FEB | MAR | APR | MAY | JUN |  |

### Office Locations

|   |                                       |
|---|---------------------------------------|
| AVPAF - Administration 307                        | ITS -Lib PW 1070                      |
| Budget - Administration 307                       | Payroll Office - Administration 601   |
| Bus Fin Svcs. - Administration 514                | Printing Center - Administration B12  |
| OfficeMax - Administration 501                    | Procurement - Administration 501      |
| Cashier's Office - Administration 128             | Public Affairs - Administration 819   |
| Distribution Center - Corporate Yard 116          | Student Fin Svcs - Administration 128 |
| Facilities Ops - Corporate Yard 246               | Telecommunication - LiB PW - 1070     |
| HRM/Faculty Affairs-Benefits - Administration 606 |                                       |