



**2023-2024 Fiscal Year-End Deadlines**

CATEGORY	FORWARD TO
Annual PeopleSoft Security reviewing	AVP of Budget & Planning
<b><u>Transfers</u></b>	
Budget Transfers	Budget Administration
Expenditure Transfer & Payroll Transfer through March 31	Controller's Office
Expenditure Transfer & Payroll Transfer last quarter	Controller's Office
Payroll transfer of funds for July 2023 thru March 2024	Payroll Office
Payroll transfer of funds for April 2024	Payroll Office
Payroll transfer of funds for May 2024 - No transfer of funds will be accepted after the deadline	Payroll Office
<b><u>Accounts Payable</u></b>	
Direct Pay Requests delivered to Accounts Payable by June 7, 2024	One Stop
Payment made to an individual for anticipated expenses for services through 06/30/24, email the IC Pre-Hire worksheet to the BFS Tax Compliance link by 06/03/24.	One Stop
Request for Refunds (FS)	One Stop
Update Pcard charges in PeopleSoft	One Stop
Submit hardcopy of P-card charges/statement to Accounts Payable	One Stop
Submit PO Invoices to Accounts Payable for payment	One Stop
Last day to print student and non-student checks	One Stop
<b><u>Travel &amp; Cashiering</u></b>	
Travel Expense Claims	One Stop
Moving and Relocation Expenses: Anticipated expenses through June 30, 2024	One Stop
Travel accruals for travel claims that have not been submitted to One Stop, anticipated travel expenses through June 30, 2024	One Stop
Use the Journal Upload Template in the Public Folders under BFS	One Stop
Petty cash reimbursement	One Stop
Departmental Deposits	One Stop
<i>Departmental Deposits must be received before 2:00 pm on June 28th, 2024</i>	
<b><u>Chargebacks &amp; Invoicing</u></b>	
Request for invoicing through 06/30/24	Controller's Office
Chargebacks for Facilities Services	Controller's Office
Postage	Distribution Center
United Parcel Service Charges	Distribution Center
Chargeback for Mail Services	Controller's Office
Chargebacks for UPS	Controller's Office
Chargebacks for Printing Services	Controller's Office
Chargebacks for Public Affairs	Controller's Office
Publications/Public Affairs	Public Affairs
Charges for Telecom	Controller's Office
Public Safety/Parking	Controller's Office

Due Date					
Items must be arrived to department by					
2024					
Jan	Feb	Mar	Apr	May	Jun
				1	
					7
			26		14
			5	17	
				24	
					7
					10
					24
					26
					28
					7
					28
					18
					3
					25
					14
					7
					28
					3
					3
				31	
					3
					3
				24	
					3
					3
				17	
					3
					3

### 2023-2024 Fiscal Year-End Deadlines

**CATEGORY**

**Facilities Operations**

Outstanding Facilities Work Orders  
 Work Request (Chargebacks) - FY 2023/2024 involving bidding  
 Work Request (Chargebacks) - FY 2023/2024 Not requiring bidding but requiring purchase orders of \$15,000 and above  
 Work Request (Chargebacks) FY 2022/2024 Not requiring bidding and purchase orders less than \$15,000

**Human Resources Management**

Time-based changes, leaves, etc.  
 ETF's for Summer Session appointments  
 Last day to enter Summer Session appointments into PeopleSoft

**Procurement, Contracts & Printing Center**

Procurement purchases requiring bidding  
 Procurement purchases not requiring bidding  
 2023/2024 Purchases Orders Funds Disencumbrances Request  
 Procurement/US Bank Card purchases  
 Last day to augment a Purchase Order

FY 24/25 requisitions can be entered starting May 20, 2024. FY 24/25 requisition entered prior to this date will be cancelled. Requisition and Accounting date must be July 1, 2024.

**Telecommunications**

Add, moves & changes  
 Network charges  
 Voice mail and purchases

**FORWARD TO**

Controller's Office  
 Facilities Ops  
 Facilities Ops  
 Facilities Ops  
 HRM-Faculty Affairs/Benefits  
 HRM-Faculty Affairs/Benefits  
 HRM-Faculty Affairs/Benefits  
 Procurement  
 Procurement  
 Procurement  
 Procurement  
 Procurement  
 Procurement  
 Telecomm  
 Telecomm  
 Telecomm

**Due Date**

Items must be arrived to department by					
2024					
Jan	Feb	Mar	Apr	May	Jun
				17	
	29				
		29			
		29			
					7
				3	
				15	
					6
					13
					7
					7
					7
					20
					17
					17
					17
Jan	Feb	Mar	Apr	May	Jun

**Office Locations**

AVPAF - Administration SSB 6320  
 Budget - Administration SSB 6321  
 One Stop SSB 23850  
 Controller's Office- SSB 5380  
 Cashier's and One Stop Office - 2390b  
 Distribution Center - Corporate Yard 116  
 Facilities Ops - Corporate Yard 246

HR Mgmt SSB 6383  
 ITS - LIB PW 1070  
 Payroll Office - SSB 6383  
 Faculty Affairs/Academic Affairs SSB 7320  
 Procurement & Contracts SSB 5380  
 Public Affairs - SSB 8350  
 Telecommunications LIB PW -1070