



2018-2019 Fiscal Year-End Deadlines

CATEGORY

FORWARD TO

Item must arrive to department by

2019

JAN FEB MAR APR MAY JUN

Associate Vice President for Admin & Finance

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

AVPAF

6

Budget Administration

Budget Transfers.

Budget Admin.

14

Business Financial Services

Direct Pay Requests with the Hiring/Engagement Package (if applicable), delivered to Accounts Payable by June 14, 2019.

Bus Fin Svcs/AP

14

Expenditure Transfer.

Bus Fin Svcs.

24

Travel Expense Claims.

Bus Fin Svcs.

21

Moving and Relocation Expenses: Anticipated expenses through June 30, 2019.

Bus Fin Svcs.

7

Travel accruals for travel claims that have not been submitted to BFS (anticipated travel expenses through June 30, 2019). Use the Journal Upload Template in the Public Folders under BFS.

Bus Fin Svcs.

28

Request for invoicing through 06/30/19.

Bus Fin Svcs.

14

Payment made to an individual for anticipated expenses for services through 06/30/19, e-mail the IC Pre-Hire worksheet to the BFS Tax Compliance link by 06/03/2019.

Bus Fin Svcs.

3

Request for refunds.

Bus Fin Svcs.

13

Update P-card charges in Peoplesoft.

Bus Fin Svcs.

27

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

Bus Fin Svcs.

28

Submit PO invoices to Accounts Payable for payment.

Bus Fin Svcs.

17

Last day to print student and non-student checks.

Bus Fin Svcs.

28

Outstanding Facilities Work Orders to BFS

Bus Fin Svcs.

14

Staples

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

Staples

17

Staples - Online Orders.

Staples

24

Upload tape for Campus Store/Staples

Bus Fin Svcs.

5

Facilities Operations

Work request (Chargebacks) - FY 2018/2019 involving bidding

Facilities Ops

15

Work request (Chargebacks) - FY 2018/2019 Not requiring bidding but requiring purchase orders of \$15,000 and above

Facilities Ops

5

Work request (Chargebacks) - FY 2018/2019 Not requiring bidding and purchase orders less than \$15,000

Facilities Ops

26

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

21

Chargebacks for UPS

Bus Fin Svcs.

5

Human Resources Management

Time-base changes, leaves, etc.

HRM - Faculty Affairs/Benefits

11

ETF's for Summer Session appointments.

HRM - Faculty Affairs/Benefits

3

Last day to enter Summer Session appointments into PeopleSoft.

HRM - Faculty Affairs/Benefits

16

JAN FEB MAR APR MAY JUN

2018-2019 Fiscal Year-End Deadlines

CATEGORY	FORWARD TO	Item must arrive to department by					
		2019					
		JAN	FEB	MAR	APR	MAY	JUN
<u>Payroll</u>							
Payroll transfer of funds for July 2018 thru March 2019.	Payroll Office				4		
Payroll transfer of funds for April 2019.	Payroll Office					23	
Payroll transfer of funds for May 2019 - No transfer of funds will be accepted after deadline.	Payroll Office					31	
<u>Procurement and Contracts</u>							
Procurement purchases requiring biddings.	Procurement					7	
Procurement purchases not requiring biddings.	Procurement					14	
Purchases requiring Information Technology Serv. Approval.	ITS					10	
2018-2019 Purchase Orders Funds Disencumbrances Request.	Procurement						11
Procurement/US Bank Card purchases.	Procurement						11
Last day to augment a Purchase Order.							11
Note: Credit card statement cut-off date is every 22nd of the month.							
<u>Public Affairs</u>							
Publications/Public Affairs.	Public Affairs					23	
Chargebacks for Public Affairs.	Bus Fin Svcs.						5
<u>Printing Center Operations</u>							
Copy Center charges.	Printing Center					23	
Printing Center charges.	Printing Center					23	
Chargebacks for Printing Services.	Bus Fin Svcs.						5
<u>Public Safety/Parking</u>							
Chargebacks.	Bus Fin Svcs						5
<u>Student Financial Services</u>							
Petty cash reimbursement.	Student Fin Svcs.						14
Departmental deposits.	Cashier's Office						28
<i>Departmental Deposits must be received before 2:00 pm on June 28th, 2019</i>							
<u>Telecommunications</u>							
Adds, moves, & changes	Telecomm					24	
Network chargebacks.	Telecomm					24	
Voice mail purchases.	Telecomm					24	
Chargebacks for Telecom.	Bus Fin Svcs.						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
Staples - 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	