

## Fiscal Year Closing Key Dates

	Processes to complete to post expenses/deposits to FY 2019 (7/1/18 -6/30/19)	Processes to complete to post expenses/deposits to FY 2020 (7/1/19 -6/30/20)	Notes	Contact Information
<b>Requisitions: Vendor Purchases for Goods &amp; Services</b>	<ul style="list-style-type: none"> <li>Requisitions must be received by Purchasing Dept by <b>5/31/19</b></li> <li>Purchasing item(s) received by <b>6/28/19</b> Note: On Requisition "Delivery must be received no later than 6/28/19"</li> <li>Furniture Orders – No requisition orders after 5/10/18</li> </ul>	Item(s) received on or after 7/01/19  Purchases intended for FY2020 Note: On Requisition "Delivery date on or after 7/1/19" and "FY 2020 Funds"	Contact Purchasing Department for Delivery Estimates	Stuart Thompson x1004
<b>Grants</b>	Grants with end dates of <b>6/30/19</b> must receive Goods & Services by <b>6/25/19</b>		Items received on or <b>after 7/01/19</b> will be returned or need to be charged to a different funding source.	Heather Harrell X1988
<b>Purchasing-Card</b>	Suspend Use from 6/15/19 – 6/30/19	Purchases on or <b>after 7/01/19</b>	Reconcile <b>June 2018</b> transactions by <b>6/25/19</b>	Charity Thornton x1505
<b>Travel</b>	Expense report must be submitted online by 6/28/19	Travel ending 7/1 or later will be considered FY20 expenses.	Conferences, workshops, registration fees, and airline tickets will be expended in the <b>fiscal year they are actually used.</b>	Kathy Reynolds x2621
<b>Petty Cash</b>	<ul style="list-style-type: none"> <li>Seasonal or temporary petty cash funds must be returned to Cashiers office by <b>11 a.m. 6/27/19.</b></li> <li>Other petty cash custodians must submit a check request to Accounts Payable by 6/27/19.</li> </ul>			Kelly Minor x1987
<b>Wildcat Printing</b>	<ul style="list-style-type: none"> <li>Letterhead and envelope orders must be submitted before 6/17/19.</li> <li>Extensive printing and pallet paper orders must be submitted before 6/24/19.</li> </ul>		<b>Orders will be completed and delivered by 5 p.m. 6/26/19.</b> <b>Department is closed: 6/27/19 –6/28/19</b> <b>Department will reopen 8 a.m. 7/01/19</b>	Kirsten Garland x3686
<b>Mail Services</b>	Metered mail closed out 1 p.m. 6/28/19	Metered mail beginning 7/01/19		Mail Services x1807
<b>Cash Deposits</b>	Cash deposits by 1 p.m. 6/28/19 to ensure posting.	Cash deposits on 7/01/19		Eva Whitsett x3134
<b>Expense Transfer Forms</b>	Expense Transfer forms must be received in Accounting Office by <b>7/05/19</b>			Erin Sargent x2395
<b>Budget</b>	Budget Changes must be received in Budget Office by <b>6/28/19</b>		Expense Budget Change Request Form: <a href="#">Expense Budget Change Request Form</a>	Donovan Conley x2305
<b>Payroll</b>	<ul style="list-style-type: none"> <li>Deadline for Guaranteed submission of Manager Self Service Transactions is 6/25/19.</li> <li>Last check for FY 2019 is processed on 6/30/19 and paid on 7/10/19.</li> </ul>	7/01/19 Noon deadline for Manager/Supervisor Time/Absence approval.	<a href="#">Payroll Schedule 2019</a>	Payroll x2221