



Fiscal Year Closing Key Dates

	Processes to complete to post expenses/deposits to FY 2016 (7/01/15-6/30/16)	Processes to complete to post expenses/deposits to FY 2017 (7/01/16-6/30/17)	Notes	Contact Information
Requisitions: Vendor Purchases for Goods & Services	<ul style="list-style-type: none"> Requisitions must be received by Purchasing Dept by 5/27/16 Purchasing item(s) received by 6/27/16 Note: On Requisition "Delivery must be received no later than 6/26/16" Furniture Orders – No orders after 5/13/16 	<p>Item(s) received on or after 7/1/16</p> <p>Purchases intended for FY2016 Note: On Requisition "Delivery date on or after 7/1/16" and "FY 2016 Funds"</p>	Contact Purchasing Department for Delivery Estimates	Stuart Thompson x1004
External Grants/Contracts	Grants with end dates of 6/30/16 must receive goods & services by 6/30/16		Items received on or after 7/01/16 will be returned or need to be charged to a different funding source.	Heather Harrell x1988
Blanket Orders		FY 2016 Blank Orders need to be received by Purchasing Department no later than 6/15/16	<ul style="list-style-type: none"> Blanket Orders are only issued for 5 or more charges or if vendor does not accept Visa credit cards. All Blanket Orders will encumber funds. Contact Purchasing for info on submitting online requisitions for Blanket PO's (x1002) 	Stuart Thompson x1004
Purchasing-Card	Suspend Use from 6/15/16 – 6/30/16	Purchases on or after 7/01/16	Reconcile June 2016 transactions by 6/24/16	Karen Galbraith x1505
Travel	Expense report must be submitted online by 6/29/16	Travel ending 7/1 or later will be considered FY17 expenses.	Conferences, workshops, registration fees, and airline tickets will be expended in the fiscal year in which they are actually used.	Hayley Harrell x1986
Petty Cash	<ul style="list-style-type: none"> Seasonal or temporary petty cash funds must be returned to Cashiers office by 11 a.m. 6/29/16. Other petty cash custodians must submit a check request to Accounts Payable by 6/29/16. 			Kelly Minor x1987
Wildcat Printing	<ul style="list-style-type: none"> Letterhead and envelope orders must be submitted before 6/13/16. Extensive printing and pallet paper orders must be submitted before 6/20/16. 		<p>Orders will be completed and delivered by 5 p.m. 6/29/16.</p> <p>Closed for inventory 6/30/16 –7/01/16</p> <p>Office will reopen 8 a.m. 7/05/16</p>	Kirsten Garland x3686
Mail Services	Metered mail closed out 4 p.m. 6/30/16	Metered mail beginning 7/01/16		Mail Services x1807
Cash Deposits	Cash deposits by 1 p.m. 6/30/16 to ensure posting	Cash deposits on 7/01/16		Eva Whitsett x3134
Charge Credits	Charge credits must be received in Accounting Office by 6/30/16			Carol Hill x2395
Budget (non-grant/contract & capital)	Budget Changes must be received in Budget Office by 6/30/16		Expense Budget Change Request Form: Expense Budget Change Request Form	Karen Thiemann x1233 Lindsey Ulrich x2305
Payroll	<ul style="list-style-type: none"> Deadline for Guaranteed submission of Manager Self Service Transactions (comp time cashouts, over-payments, retro payments, etc.) is 6/27/16. Last check for FY 2016 is processed on 6/30/16 and paid on 7/10/16. 	7/01/16 Noon deadline for Manager/Supervisor Time/Absence approval.	Payroll Schedule 2016	Payroll x2221