	Processes to complete to post expenses/deposits to FY 2023 (7/1/22 -6/30/23)	Processes to complete to post expenses/deposits to FY 2024 (7/1/23 -6/30/23)	Notes	Contact Information
Requisitions: Vendor Purchases for Goods & Services	• Requisitions must be received by Purchasing Dept by **5/26/2023** • Purchasing item(s) received by **6/28/22** Note: On Requisition "Delivery must be received no later than **6/28/23**" • Furniture Orders – No requisition orders after **4/28/23**	Item(s) received on or after 7/01/23 Purchases intended for FY2024 Note: On Requisition "Delivery date on or after 7/01/23" and "FY 2024 Funds"	Contact Purchasing Department for Delivery Estimates	Stuart Thompson x1004
External Grants/Contracts	Grants with end dates of **6/30/23** must receive Goods & Services by **6/25/23**		For grants that end 6/30/23, items received **on or after 7/01/23** will be returned or need to be charged to a different funding source.	Heather Harrell X1988
Blanket Orders/Standing Orders		**FY 2024** Blanket Orders/Standing Orders need to be received by Purchasing Department **no later than 6/16/23**	• **Blanket Orders/Standing Orders are only issued for 5 or more charges or if vendor does not accept Visa credit cards**. • All Blanket Orders/Standing 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 **6/15/23 – 6/30/23**	Purchases on or **after 7/01/23**	Reconcile **June 2023** transactions by **6/23/2023**	Charity Thornton x1505
Travel	Expense report must be submitted online by 6/28/23	Travel ending 7/1 or later will be considered FY24 expenses.	Conferences, workshops, registration fees, and airline tickets will be expended in the **fiscal year they are purchased**.	Lisa Saucier x1986
Petty Cash	•Seasonal or temporary petty cash funds must be returned to Cashiers office by **11 a.m. 6/29/23.** •Other petty cash custodians must submit a check request to Accounts Payable by **6/29/23**.			Kelly Minor x1987
Wildcat Printing	•Letterhead and envelope orders must be submitted before 6/16/23. •Extensive printing and pallet paper orders must be submitted before 6/22/23.		**Orders will be completed and delivered by 5 p.m. 6/28/23.** **Department is closed:** 6/29/23 – 6/30/2023. **Department will reopen 8 a.m. 7/03/23**	Kirsten Garland: Kirsten@cwu.edu
Mail Services	Metered mail closed out 1 p.m. 6/29/23	Metered mail beginning 7/03/23	All bulk mailings must be sent to Mail Services by June 24th to be included in the June billing cycle.	Mail Services x1807
Cash Deposits	Cash deposits by 1 p.m. 6/30/23 to ensure posting.	Cash deposits on 7/01/2023		Alice Storey x3483
Expense Transfer Forms	Expense Transfer forms must be received in Accounting Office by **7/05/23**			John Logwood x2943
Budget	Budget Changes must be received in Budget Office by **6/29/23**		Expense Budget Change Request Form: Expense Budget Change Request Form	Jane Arentzen x2248
Payroll	• Deadline for Guaranteed submission of Manager Self Service Transactions is 6/28/23. • Last check for FY 2023 is processed on 6/30/23 and paid on 7/10/23.	7/01/2023 Noon deadline for Manager/Supervisor Time/Absence approval.	Payroll Schedule 2022 and 2023	Payroll x2221