

	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	<ul style="list-style-type: none"> 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 	<p>Item(s) received on or after 7/01/23</p> <p>Purchases intended for FY2024 Note: On Requisition "Delivery date on or after 7/01/23" and "FY 2024 Funds"</p>	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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Letterhead and envelope orders must be submitted before 6/16/23. Extensive printing and pallet paper orders must be submitted before 6/22/23. 		<p>Orders will be completed and delivered by 5 p.m. 6/28/23.</p> <p>Department is closed: 6/29/23 – 6/30/2023.</p> <p>Department will reopen 8 a.m. 7/03/23</p>	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	<ul style="list-style-type: none"> 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

