



Fiscal Year Closing Key Dates

	Processes to complete to post expenses/deposits to FY 2020 (7/1/19 -6/30/20)	Processes to complete to post expenses/deposits to FY 2021 (7/1/20 -6/30/21)	Notes	Contact Information
Requisitions: Vendor Purchases for Goods & Services	<ul style="list-style-type: none"> Requisitions must be received by Purchasing Dept by 5/26/20 Purchasing item(s) received by 6/29/20 Note: On Requisition "Delivery must be received no later than 6/29/20" Furniture Orders – No requisition orders after 5/12/20 	<p>Item(s) received on or after 7/01/20</p> <p>Purchases intended for FY2021 Note: On Requisition "Delivery date on or after 7/1/20" and "FY 2021 Funds"</p>	Contact Purchasing Department for Delivery Estimates	Stuart Thompson x1004
Grants	Grants with end dates of 6/30/20 must receive Goods & Services by 6/25/20		Items received on or after 7/01/20 will be returned or need to be charged to a different funding source.	Heather Harrell x1988
Blanket Orders		FY 2021 Blanket Orders need to be received by Purchasing Department no later than 6/15/20	<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 6/15/20 – 6/29/20	Purchases on or after 7/01/20	Reconcile June 2020 transactions by 6/26/20	Charity Thornton x1505
Travel	Expense report must be submitted online by 6/29/20	Travel ending 7/1 or later will be considered FY21 expenses.	Conferences, workshops, registration fees, and airline tickets will be expended in the fiscal year they are actually used.	Kathy Reynolds x2621
Petty Cash	<ul style="list-style-type: none"> Seasonal or temporary petty cash funds must be returned to Cashiers office by 11 a.m. 6/29/20. Other petty cash custodians must submit a check request to Accounts Payable by 6/29/20. 			Kelly Minor x1987
Wildcat Printing	<ul style="list-style-type: none"> Letterhead and envelope orders must be submitted before 6/22/20. Extensive printing and pallet paper orders must be submitted before 6/22/20. 		<p>Orders will be completed and delivered by 5 p.m. 6/26/20.</p> <p>Department is closed: 6/29/20 –6/30/20</p> <p>Department will reopen 8 a.m. 7/01/20</p>	Kirsten Garland x3686
Mail Services	Metered mail closed out 1 p.m. 6/30/20	Metered mail beginning 7/01/20		Mail Services x1807
Cash Deposits	Cash deposits by 1 p.m. 6/29/20 to ensure posting.	Cash deposits on 7/01/20		Eva Whitsett x3134
Expense Transfer Forms	Expense Transfer forms must be received in Accounting Office by 7/06/20			Erin Sargent x2395
Budget	Budget Changes must be received in Budget Office by 6/29/20		Expense Budget Change Request Form: Expense Budget Change Request Form	Donovan Conley x2305
Payroll	<ul style="list-style-type: none"> Deadline for Guaranteed submission of Manager Self Service Transactions is 6/26/20. Last check for FY 2020 is processed on 6/30/20 and paid on 7/10/20. 	7/01/20 Noon deadline for Manager/Supervisor Time/Absence approval.	Payroll Schedule 2020	Payroll x2221