

### Fiscal Year Closing Key Dates

Updated April 2021

	Processes to complete to post expenses/deposits to FY 2021 (7/1/20 -6/30/21)	Processes to complete to post expenses/deposits to FY 2022 (7/1/21 -6/30/22)	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>5/25/21</b></li> <li>Purchasing item(s) received by <b>6/28/21</b> Note: On Requisition "Delivery must be received no later than 6/28/21"</li> <li>Furniture Orders – No requisition orders after 5/12/21</li> </ul>	<p>Item(s) received on or after 7/01/21</p> <p>Purchases intended for FY2022 Note: On Requisition "Delivery date on or after 7/1/21" and "FY 2022 Funds"</p>	Contact Purchasing Department for Delivery Estimates	Stuart Thompson x1004
<b>External Grants/Grants</b>	Grants with end dates of <b>6/30/21</b> must receive Goods & Services by <b>6/25/21</b>		Items received on or <b>after 7/01/21</b> will be returned or need to be charged to a different funding source.	Heather Harrell X1988
<b>Blanket Orders/Standing Orders</b>		<b>FY 2022</b> Blanket Orders/Standing Orders need to be received by Purchasing Department <b>no later than 6/15/21</b>	<ul style="list-style-type: none"> <li><b>Blanket Orders/Standing Orders are only issued for 5 or more charges or if vendor does not accept Visa credit cards.</b></li> <li>All Blanket Orders/Standing Orders will encumber funds.</li> <li><b>Contact Purchasing</b> for info on submitting online requisitions for Blanket PO's (<b>x1002</b>)</li> </ul>	Stuart Thompson x1004
<b>Purchasing-Card</b>	Suspend Use from 6/15/21 – 6/29/21	Purchases on or <b>after 7/01/21</b>	Reconcile <b>June 2021</b> transactions by <b>6/25/21</b>	Charity Thornton x1505
<b>Travel</b>	Expense report must be submitted online by 6/29/21	Travel ending 7/1 or later will be considered FY22 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. 6/29/21.</b></li> <li>Other petty cash custodians must submit a check request to Accounts Payable by 6/29/21.</li> </ul>			Kelly Minor x1987
<b>Wildcat Printing</b>	<ul style="list-style-type: none"> <li>Letterhead and envelope orders must be submitted before 6/18/21.</li> <li>Extensive printing and pallet paper orders must be submitted before 6/22/21.</li> </ul>		<p><b>Orders will be completed and delivered by 5 p.m. 6/25/21.</b></p> <p><b>Department is closed: 6/29/21 –6/30/21</b></p> <p><b>Department will reopen 8 a.m. 7/01/21</b></p>	Kirsten Garland: Kirsten@cwu.edu
<b>Mail Services</b>	Metered mail closed out 1 p.m. 6/29/21	Metered mail beginning 7/01/21		Mail Services x1807
<b>Cash Deposits</b>	Cash deposits by 1 p.m. 6/29/21 to ensure posting.	Cash deposits on 7/01/21		Eva Whitsett x3134
<b>Expense Transfer Forms</b>	Expense Transfer forms must be received in Accounting Office by <b>7/05/21</b>			John Logwood x2943
<b>Budget</b>	Budget Changes must be received in Budget Office by <b>6/29/21</b>		Expense Budget Change Request Form: <a href="#">Expense Budget Change Request Form</a>	John Logwood x2943
<b>Payroll</b>	<ul style="list-style-type: none"> <li>Deadline for Guaranteed submission of Manager Self Service Transactions is 6/26/21.</li> <li>Last check for FY 2020 is processed on 6/30/21 and paid on 7/09/21.</li> </ul>	7/01/21 Noon deadline for Manager/Supervisor Time/Absence approval.	<a href="#">Payroll Schedule 2020 and 2021</a>	Payroll x2221