

Fiscal Year Closing Key Dates

	Processes to complete to post expenses/deposits to FY 2019 (7/1/18 -6/30/19)	Processes to complete to post expenses/deposits to FY 2020 (7/1/19 -6/30/20)	Notes	Contact Information
Requisitions: Vendor Purchases for Goods & Services	<ul style="list-style-type: none"> Requisitions must be received by Purchasing Dept by 5/31/19 Purchasing item(s) received by 6/28/19 Note: On Requisition "Delivery must be received no later than 6/28/19" Furniture Orders – No requisition orders after 5/10/18 	Item(s) received on or after 7/01/19 Purchases intended for FY2020 Note: On Requisition "Delivery date on or after 7/1/19" and "FY 2020 Funds"	Contact Purchasing Department for Delivery Estimates	Stuart Thompson x1004
Grants	Grants with end dates of 6/30/19 must receive Goods & Services by 6/25/19		Items received on or after 7/01/19 will be returned or need to be charged to a different funding source.	Heather Harrell X1988
Purchasing-Card	Suspend Use from 6/15/19 – 6/30/19	Purchases on or after 7/01/19	Reconcile June 2018 transactions by 6/25/19	Charity Thornton x1505
Travel	Expense report must be submitted online by 6/28/19	Travel ending 7/1 or later will be considered FY20 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. 6/27/19. Other petty cash custodians must submit a check request to Accounts Payable by 6/27/19. 			Kelly Minor x1987
Wildcat Printing	<ul style="list-style-type: none"> Letterhead and envelope orders must be submitted before 6/17/19. Extensive printing and pallet paper orders must be submitted before 6/24/19. 		Orders will be completed and delivered by 5 p.m. 6/26/19. Department is closed: 6/27/19 –6/28/19 Department will reopen 8 a.m. 7/01/19	Kirsten Garland x3686
Mail Services	Metered mail closed out 1 p.m. 6/28/19	Metered mail beginning 7/01/19		Mail Services x1807
Cash Deposits	Cash deposits by 1 p.m. 6/28/19 to ensure posting.	Cash deposits on 7/01/19		Eva Whitsett x3134
Expense Transfer Forms	Expense Transfer forms must be received in Accounting Office by 7/05/19			Erin Sargent x2395
Budget	Budget Changes must be received in Budget Office by 6/28/19		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 6/25/19. Last check for FY 2019 is processed on 6/30/19 and paid on 7/10/19. 	7/01/19 Noon deadline for Manager/Supervisor Time/Absence approval.	Payroll Schedule 2019	Payroll x2221