

FISCAL YEAR 2021 PROCESSING DEADLINE DATES AT A GLANCE

Each item must be received in the appropriate office by close of business on the date listed to be posted in FY 2020:

- May 3** – Purchase requisitions above \$50,000.00 requiring bids (for questions about purchasing deadlines contact Michelle Newman 8-7271)
- May 14** – Purchase requisitions using FY20 Funds (for questions about purchasing deadlines contact Michelle Newman 8-7271)
- June 20** – Last day to make procurement card purchases for FY21 (for questions about procurement card deadlines contact Jonathan Lawshe 8-2325)
- June 30** - Invoices for assets, and T27's (for questions about accounting deadlines, contact (Keysha Fuller 8-4882)
- June 30** – Procurement card transactions (for June) available to verify and approve (for questions about procurement cards, contact Jonathan Lawshe 8-2325)
- June 30** – Petty cash items and also complete the Petty Cash Verification Report (for questions about petty cash, contact Byron Porter 8-4847)
- June 30** – Certification of effort (for questions concerning certification deadlines, contact Brenda Murrell 8-4889)
- July 1** – Deposits for cash receipts received in the University offices prior to the close of business on June 30, report of collections (ZK document) dated June 30, 2020 must be received in the Bursar's Office by July 1, 2020 (for questions about deposit deadlines contact Byron Porter 8-4847)
- July 6** – Deadline for receipt into the Workflow Inbox for fully approved FY21 Concur travel transactions (for questions about Concur, contact Jonathan Lawshe 8-2325)
- July 6** - Invoices for service contracts (for questions about service contracts, contact Trent Pitts 8-7330)
- July 12** – Invoices, internal transfers and procurement card distribution entered by department (for questions about accounting deadlines, contact Keysha Fuller 8-4882)
- July 16** – Accrual of Accounts Payable invoices (received after July 12th) outstanding for goods or services received on or before June 30 (for questions about accounts payable deadlines, contact Charles Cossar 8-4891)
- July 16** - Accrual information pertaining to Business Contracts for accounts receivable and accounts payable invoices (received after July 6th) for goods or services received on or before June 30 (for questions about service contracts, contact Trent Pitts 8-7330)

Please remember that our objective is to record all revenues, disbursements and encumbrances in the proper fiscal year.

Your assistance in closing out the year will be appreciated.

Finance and Operations Staff