

Please reference the *2018-19 Year-End Closing Deadlines Memo* for complete information.
Documents must be received in the appropriate office by the deadline noted below.

Accounting – Joyal 181	
Refer questions to 278-2876	Deadline
Release Time Contracts due to Foundation	May 24, 2019
IRA Direct Pays & Travel	May 28, 2019
Chargebacks - Printing & Mail Services, University Warehouse, ITS, TLT, etc.	May 30, 2019
Accounts Receivable - Requests for Billing	May 31, 2019
Capital Outlay Reverting Transfers	May 31, 2019
Release Time Contracts due to Accounts Receivable	May 31, 2019
Travel - Paper Travel Expense Claims through May 2019	May 31, 2019
Expenditure/Revenue Transfers through May 2019	June 04, 2019
Accounts Payable - Direct payment forms	June 07, 2019
Travel - Concur Electronic Expense Reports	June 07, 2019
Travel - Paper Travel Expense Claims for June 1-8, 2019	June 07, 2019
Accounts Payable - Invoices	June 14, 2019
Petty Cash	June 14, 2019
Cash Receipts/Cashiering Deposits (For June 28 cutoff time is 1:30 PM)	June 17- 28, 2019
Inventories – Physical Count	June 28, 2019
TOPS – April & May 2019	June 28, 2019
Expenditure/Revenue Transfers for June 2019	July 03, 2019
Inventories – Documentation	July 01, 2019
TOPS – June 2019	July 05, 2019
Budget – Library 4140	
Refer questions to 278-3902	Deadline
Budget Balance Available Moved Forward	June 28, 2019
Adjusting Budget Journals (ABJ'S)	July 05, 2019
Payroll – Joyal 211	
Refer questions to 278-2032	Deadline
Work-study hours for May 1-15, 2019	June 06, 2019
Late Hourly Temporary Help, Student, Overtime, and Shift Differential Hours Prior to June 2019	June 12, 2019
Student time entry, including hours worked in June	July 05, 2019
Hourly Temporary Help, Student Overtime and Shift Differential Hours	July 08, 2019
Procurement– Joyal 161	
Refer questions to 278-2111	Deadline
FY 2018-19 Requisitions - All Goods and Services \$50,000 and greater	April 05, 2019
FY 2018-19 Requisitions - Public Work Projects (\$5,000-\$250,000)	April 05, 2019
FY 2018-19 Requisitions - All Goods and Services less than \$50,000	April 26, 2019
Requisitions for new contracts or blanket POs in place on July 1, 2019	May 03, 2019
Blanket Purchase Orders	May 17, 2019
Purchase Orders - Deans and Department Heads review and close non-blanket purchase orders	May 17, 2019
FY 2019-20 Requisitions may be submitted starting April 8, 2019	N/A