

# Fiscal Year 2020 Year End Due Dates

Due Date

	Due Date
Purchases: Requisitions to encumber FY20 funds >\$250,000	16-Mar
Purchases: Requisitions for Grants with delivery of goods required by 6/28/20	16-Mar
Purchases: Requisitions to encumber FY20 funds <\$250,000	4-May
Purchases: FY20 Purchase Card (Pcard) transaction cutoff	15-Jun
Purchases: Last day to create Purchase Orders for FY20	15-Jun
Petty Cash Reimbursements: Complete Cash Fund Audits by	15-Jun
Purchases: Items ordered for FY20 must be received by	23-Jun
Purchases: P card transactions reconciled & approved by	26-Jun
Invoices: Submit invoices received by 6/15 to AP - <i>submit as received please don't hold</i>	30-Jun
Student Tuition & Scholarship JV Corrections <i>to Jody to enter in student system</i>	30-Jun
Cash Receipts: Submit to cashiers promptly for processing - please don't hold Deposit by 12 PM	30-Jun
Cash Receipts: Cashiers hand deliver deposits to bank for cash rec'd after Loomis pickup @ 4:30 pm	30-Jun
Petty Cash Reimbursements: Submit receipts for reimbursements through 6/15 to Cashiers/AP	30-Jun
Payroll Corrections: Submit corrections to payroll for periods up to 6/12 payday	30-Jun
Cash Receipts: submit to cashiers for promptly for processing - Receipts after 12pm to close of business 6/30	1-Jul
Inventory (museum gift shop, stores, mail center) a/o June 30th	2-Jul
Departmental AR [eg clinics] a/o June 30th	6-Jul
Petty Cash Reimbursements: Submit receipts for reimbursements from 6/16 - 6/30 to Cashiers/AP	6-Jul
Pcard Approvals finalized	8-Jul
Travel final submission date	10-Jul

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Payroll Corrections: Submit corrections to payroll for 6/26 & 7/10 paydays - <i>submit as soon as possible - please don't hold</i>	13-Jul
Invoices: Submit invoices received for FY20 after 6/15 <i>as soon as received - please don't hold</i> , cutoff for FY20 expenses	17-Jul
Interdepartmental Sales final entry date	17-Jul
JV Corrections (non payroll) final entry date	17-Jul