



## BUSINESS PROCESSING DEADLINES

### 2018-2019 FISCAL YEAR

The following processing deadlines have been established for transactions to be included in fiscal year 2018-2019 business.  
Transactions processed **AFTER** these dates will utilize fiscal year 2019-2020 funds.

If you have any questions please contact the following departments:

- |   |   |          |
|---|---|----------|
| • | Budget/Employee Data Management/Payroll | 747-5109 |
| • | Disbursement Services/Travel            | 747-5171 |
| • | Financial Reporting                     | 747-6127 |
| • | Purchasing                              | 747-5601 |

DATE	AP -TRAVEL/ FINANCE / BUDGET / C&G	HR / PAYROLL
<b>Wednesday 7/31/19</b>	<b>ProCard</b> – Transactions posted on the August Citibank statement will be included in fiscal year 2018-2019 business. Transactions posted on the September Citibank statement will be included in fiscal year 2019-2020 business.	
<b>Friday, 8/16/19</b>	<b>PO Processing</b> – All Purchase Orders must be fully approved in Miner Mall by <b>5:00 PM</b> .	<b>Additional Pay Request</b> – Must be fully approved by <b>12:00 PM</b> .
	<b>Expense Reimbursement and Non-PO Vouchers</b> – Must be fully approved by <b>5:00 PM</b> . Any documents returned for correction, and that are not in Accounts Payable’s queue by the deadline, will be processed after September 1, 2019, using FY 2019-2020 funds.	<b>Salary Transfers and Wage Transfers (Retro)</b> – All requests must be fully approved by <b>12:00 PM</b> .
	<b>Budget Funds</b> – Must be submitted via the Budget Transfer Request to the Budget Office or Contracts & Grants by <b>5:00 PM</b> .	
	<b>Travel Authorizations</b> – Travel authorizations must be submitted and fully approved by <b>5:00 PM</b> . Requests not fully approved will be returned for processing in the new fiscal year.	
	<b>Cash Advances</b> – Must be submitted to Accounts Payable or to Contracts & Grants by <b>5:00 PM</b> .	
	<b>Expenditure Transfers</b> – Must be submitted to Accounts Payable, Contracts & Grants or Financial Reporting by <b>5:00 PM</b> .	
	<b>Processing of Inventory Transfers</b> – Property Transfer forms are due to Accounting/Assets Inventory by <b>5:00 PM</b> .	
<b>Friday 8/23/19</b>	<b>Check Cancellations</b> – All requests for cancellations, <u>with</u> reissue requests, must be approved by <b>5:00 PM</b> . Requests for cancellations <u>without</u> reissue, or for reissue in the next fiscal year, must be approved by <b>5:00 PM on August 26<sup>th</sup></b> .	
<b>Thursday 8/29/19</b>	<b>Accounts Payable Checks</b> – Final check run for fiscal year 2018-2019. Final check run for students only on <b>Friday, August 30<sup>th</sup></b> .	<b>Off-Cycle Requests</b> – Must be fully approved by <b>10:00 AM</b> .
<b>Friday 8/30/19</b>	<b>Cash Deposits</b> – All deposits for cash received on or before <b>August 30<sup>th</sup></b> must be submitted to the Student Business Services office by <b>5:00 PM</b> .	
	<b>Office Cash Reimbursements</b> – Must be submitted to the Student Business Services office by <b>5:00 PM</b> .	
<b>Tuesday 9/3/19</b>	<b>Cash Receipt Vouchers</b> – All documents for August cash deposits must be final approved by <b>5:00 PM</b> .	<b>Hourly Timesheets</b> – Must be fully approved by <b>12:00 PM</b> .
<b>Friday 9/6/19</b>	<b>IDT’s</b> – Inter-departmental Charge requests must be submitted to General Accounting by <b>5:00 PM</b> .	
	<b>August business</b> will close in PS. All journals must be fully approved by <b>12:00 PM</b> .	