



BUSINESS PROCESSING DEADLINES

2020-2021 FISCAL YEAR

The following processing deadlines have been established for transactions to be included in fiscal year 2020-2021 business. Transactions processed AFTER these dates will utilize fiscal year 2021-2022 funds.

If you have any questions, please contact the following departments:

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| • Budget/Employee Data Management/Payroll | budgetoffice@utep.edu | 747-5109 |
| • Disbursement Services/Travel | accountspayable@utep.edu | 747-5171 |
| • Financial Reporting | generalacctoffice@utep.edu | 747-6127 |
| • Purchasing | minermall@utep.edu | 747-5601 |

DATE	AP -TRAVEL/ PURCHASING/FINANCE / BUDGET / C&G	HR / PAYROLL
Friday, 7/30/21	ProCard – Transactions posted on the August Citibank statement will be included in fiscal year 2020-2021 business. Transactions posted on the September Citibank statement will be included in fiscal year 2021-2022 business.	
Friday, 8/13/21	PO Processing – All Purchase Orders must be fully approved in Miner Mall by 5:00 PM .	Additional Pay Request – Must be fully approved by 12:00 PM .
	Expense Reimbursement and Non-PO Vouchers – Must be fully approved by 5:00 PM . Any documents returned for correction, and that is not in Accounts Payable’s queue by the deadline, will be processed after September 1, 2021, using FY 2021-2022 funds.	Salary Transfers and Wage Transfers (Retro) – All requests must be fully approved by 12:00 PM .
	Budget Funds – Must be submitted via the Budget Transfer Request to the Budget Office or Contracts & Grants by 5:00 PM .	
	Travel Authorizations – Travel authorizations must be submitted and fully approved by 5:00 PM . Requests not fully approved will be returned for processing in the new fiscal year.	
	Cash Advances – Must be submitted to Accounts Payable or to Contracts & Grants by 5:00 PM .	
	Expenditure Transfers – Must be submitted to Accounts Payable, Contracts & Grants, or Financial Reporting by 5:00 PM .	
	Processing of Inventory Transfers –Workflow and manual Property Transfer forms are due to Accounting/Assets Inventory by 5:00 PM .	
Friday, 8/20/21	Check Cancellations – All requests for cancellations, <u>with</u> reissue requests, must be approved by 5:00 PM . Requests for cancellations <u>without</u> reissue, or for reissue in the next fiscal year, must be approved by 5:00 PM on August 23rd .	
Thursday, 8/26/21		Off-Cycle Requests – Must be fully approved by 10:00 AM . Pay will be deposited on Friday, August 27 th .
Friday, 8/27/21	Accounts Payable Checks – Final check run for fiscal year 2020-2021. Final check run for students only on Tuesday, August 31st .	
Tuesday, 8/31/21	Cash Deposits – All deposits for cash received on or before August 31st must be submitted to the Student Business Services office by 5:00 PM .	
	Office Cash Reimbursements – Must be submitted to the Student Business Services office by 5:00 PM .	
Wednesday, 9/1/21	Cash Receipt Vouchers – All documents for August cash deposits must be final approved by 5:00 PM .	Hourly Timesheets – Must be fully approved by 12:00 PM .
	IDT’s – Inter-departmental Charge requests must be submitted to General Accounting by 5:00 PM .	
Friday, 9/3/21	August business will close in PS. All journals must be fully approved by 5:00 PM . Monday 9/6 is Labor Day Holiday. (Possible AFR due date is Monday 10/4/21 To be confirmed).	