

BUSINESS AFFAIRS MEMORANDUM 2021-03

TO: All Departments
FROM: Paul Forte, Vice Chancellor for Business
DATE: Affairs March 18, 2021
REFERENCE: Closing Dates for FY 21 (20-21)



Departments must adhere to the following mandatory year-end deadlines in order to ensure that purchases and other expenses are paid from current year's funds.

PURCHASING

- **4/28:** YoMart Purchase Requests > \$5,000 (for orders that require bidding)
- **5/15:** Remaining YoMart Purchase Requests (items to be paid in FY21 and do not require bidding)
- **5/28:** Must pay FY21 State Fund PO's by month-end

PURCHASING CARD

- **6/15:** Charges must post to WORKS by cycle close date
- **6/18:** On-line reconciliations must be completed
- **6/21:** On-line approvals must be completed by 5 PM

PETTY CASH

- **6/15:** Charges made via the Petty Cash System after this date will be reflected in July.

CHECK WRITER

- **6/11:** Payment requests received after June 11th will be processed in FY22.
- **6/21:** The last day the University will write Accounts Payable checks for items received prior to June 11th.

TRAVEL*

- **5/31:** No Travel Advance Expense Reports (on any fund) will be approved for travel ending after May 31st.
- **6/7:** All Travel Advance Expense Reports must be cleared and approved by General Accounting by June 7th.
- **6/7:** All Travel Expense Reports received by General Accounting after June 7th will be processed in FY22.

REVISIONS & TRANSFERS

- **6/4:** Requests for Budget Revisions **due to Budget Office (General Fund)**
- **6/11:** Salary Redistribution Request due to Payroll Office
- **6/15:** Journal Entries and Expenditure Transfers **due to Controller's Office**
- **6/15:** Wire transfers (*Due to State Treasurers Office teleworking, wires submitted by this date may be processed in July*)
- **6/18:** On-line budget pool transfers

OTHER

- **6/11:** The last day for General Accounting to receive a payment request for the current year for any purpose. For payments to be processed before this date, the following is required:
 1. A correct invoice
 2. The ordered items must have been received both in the department and Received in YoMart
 3. Banner must show sufficient budget balance available in appropriate budget pool or line-item
- **6/11:** All transactions (except Payroll) for the following funds must be processed by this date:
 1. Summer Sessions & Professional Development funds (104000 to 104499)
 2. Extension Instruction funds (1045xx to 1058xx)
- **6/11:** Last day for Central Warehouse purchases to be made and charged to FY21
- **6/15:** On-campus Service Areas: Work performed by Physical Plant, Computer Center, and postage charges, etc., must be completed by the 15th in order to be charged to funds in FY21.
- **6/30:** Temporary employees will be paid for work performed through June 15th

* This includes all fund sources (e.g., State, Trust, etc.)

If necessary, these dates may be revised due to statewide revenue shortfalls or other restrictions. Please advise all personnel in your area(s) of these important dates. Thank you in advance for your cooperation.