**FISCAL YEAR 2019 PROCESSING DEADLINE DATES**

**AT A GLANCE**

Each item must be received in the appropriate office by close of business on the date listed to be posted in FY 2019:

**May 17** – Purchase requisitions above $50,000.00 requiring bids (for questions about purchasing deadlines contact Michelle Newman 8-7271)

**May 17** – Purchase requisitions using FY19 Funds (for questions about purchasing deadlines contact Michelle Newman 8-7271)

**May 31** – Purchase requisitions under $50,000.00 or any over $50,000.00 that do not require bids (contracts and approved non-competitive) (for questions about purchasing deadlines contact Michelle Newman 8-7271)

**June 14** – T30’s for registration payable by credit card (for questions about accounting deadlines contact Linda Brown 8-4880)

**June 28** - Travel expense statements, invoices for assets, T30’s for registration payable by check, and T27’s (for questions about accounting deadlines, contact (Linda Brown 8-4880)

**June 28** – Petty cash items and also complete the Petty Cash Verification Report (for questions about petty cash, contact Byron Porter 8-4847)

**June 28** – Certification of effort (for questions concerning certification deadlines, contact Brenda Murrell 8-4889)

**July 1** – Deposits for cash receipts received in the University offices prior to the close of business on June 28, report of collections (ZK document) dated June 28, 2019 must be received in the Bursar’s Office by July 1, 2019 (for questions about deposit deadlinescontact Byron Porter 8-4847**)**

**July 5** - Invoices for service contracts (for questions about service contacts, contact Trent Pitts 8-7330)

**July 9** – Invoices, internal transfers and procurement card distribution entered by department (for questions about accounting deadlines, contact Linda Brown 8-4880)

**July 19** – Accrual of Accounts Payable invoices (received after July 9th) outstanding for goods or services received on or before June 28 (for questions about accounts payable deadlines, contact Charles Cossar 8-4891)

**July 19** - Accrual information pertaining to Business Contracts for accounts receivable and accounts payable invoices (received after July 5th) for goods or services received on or before June 28 (for questions about service contacts, contact Trent Pitts 8-7330)

Please remember that our objective is to record all revenues, disbursements and encumbrances in the proper fiscal year.

Your assistance in closing out the year will be appreciated.

**Finance and Operations Staff**