FISCAL YEAR 2016 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 2016:

**May 13** – Purchase requisitions above $50,000.00 requiring bids (for questions about purchasing deadlines contact Michelle Newman 8-7271)

**May 25** – 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 10** – T30’s for registration payable by credit card (for questions about accounting deadlines contact Ken McCune 8-2325)

**June 30** - Travel expense statements, invoices for assets, T30’s for registration payable by check, and T27’s (for questions about accounting deadlines, contact Ken McCune 8-2325)

**June 30** – Petty cash items and also complete the Petty Cash Verification Report (for questions about petty cash, contact Byron Porter 8-4847)

**July 1** – Deposits for cash receipts received in the University offices prior to the close of business on June 30, report of collections (ZK document) dated June 30, 2016 must be received in the Bursar’s Office by July 1, 2016 (for questions about deposit deadlines contact Byron Porter 8-4847)

**July 1** – Certification of effort (for questions concerning certification deadlines, contact Michal Davis 8-4831)

**July 8** - Invoices for service contracts (for questions about service contacts, contact Sandra Pulliam 8-4890)

**July 12** – Invoices, internal transfers and procurement card distribution entered by department (for questions about accounting deadlines, contact Ken McCune 8-2325)

**July 22** – Accounts Payable invoices (received after July 12th) outstanding for goods or services received on or before June 30 (for questions about accounts payable deadlines, contact Charles Cossar 8-4891)

**July 22** - Accrual information pertaining to Business Contracts for accounts receivable and accounts payable invoices (received after July 8th) for goods or services received on or before June 30

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**