
**SCHEDULE OF YEAR END ACTIVITIES
FOR YEAR ENDING JUNE 30, 2022**

May 2 – Requisitions and supporting documentation to be submitted to Purchasing for purchase orders to encumber funds by fiscal year end. (for questions about purchasing deadlines contact Michelle Newman, 448-7271)

May 9 – Purchase requisitions above \$50,000.00 requiring bids (for questions about purchasing deadlines contact Michelle Newman, 448-7271)

June 24 – Last day to make procurement card purchases for FY22 (for questions about procurement card deadlines, contact Jonathan Lawshe, 448-2325)

June 24 – Last day to submit write-offs for FY22 (for questions about write-offs, contact Kim Moore, 448-4891)

June 25 – Last day to distribute, reconcile, mark complete, and approve procurement card charges for May 2022 (for questions about procurement card deadlines, contact Jonathan Lawshe, 448-2325)

June 30 - Invoices for assets, and T27's (for questions about accounting deadlines, contact Keysha Fuller, 448-4882)

June 30 – Procurement card transactions (for June) available to verify and approve (for questions about procurement cards, contact Jonathan Lawshe, 448-2325)

June 30 – Petty cash items and also complete the Petty Cash Verification Report (for questions about petty cash, contact Byron Porter, 448-4847)

June 30 – Certification of effort (for questions concerning certification deadlines, contact Brenda Murrell, 448-4889)

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, 2021 must be received in the Bursar's Office by July 1, 2022 (for questions about deposit deadlines, contact Byron Porter, 448-4847)

July 1 – Deadline for receipt into the Workflow Inbox for fully approved FY21 Concur travel transactions (for questions about Concur, contact Jonathan Lawshe, 448-2325)

July 6 - Invoices for service contracts (for questions about service contacts, contact Trent Pitts, 448-7330)

July 8 – Invoices and internal transfers entered by department (for questions about accounting deadlines, contact Keysha Fuller, 448-4882)

July 12 – Last day to distribute, reconcile, mark complete, and approve June 2022 procurement card charges (for questions about procurement card deadlines contact Jonathan Lawshe, 448-2325)

July 15 – Accrual of 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 Kim Moore, 448-4891)

July 16 - Accrual information pertaining to Business Contracts for accounts receivable and accounts payable invoices (received after July 6th) for goods or services received on or before June 30 (for questions about service contacts, contact Trent Pitts, 448-7330)