

Please reference the *2019-2020 Year-End Closing Deadlines Memo* for complete information.
Documents must be received in the appropriate office by the deadline noted below.

Accounting – Joyal 181	
Refer questions to 278-2876	Deadline
Release Time Contracts due to Foundation	May 22, 2020
IRA Direct Pays & Travel	May 26, 2020
Accounts Receivable - Requests for Billing	May 29, 2020
Capital Outlay Reverting Transfers	May 29, 2020
Chargebacks - Printing & Mail Services, University Warehouse, ITS, TLT, etc.	May 29, 2020
Release Time Contracts due to Accounts Receivable	May 29, 2020
Travel - Paper Travel Expense Claims through May 2020	May 29, 2020
Accounts Payable - Direct payment forms	June 05, 2020
Expenditure/Revenue Transfers through May 2020	June 05, 2020
TOPS – April & May 2020	June 05, 2020
Travel - Concur Electronic Expense Reports	June 05, 2020
Travel - Paper Travel Expense Claims for June 1-6, 2020	June 08, 2020
Accounts Payable - Invoices	June 12, 2020
Petty Cash	June 12, 2020
Daily Cash Receipts/Cashiering Deposits (For June 30 cutoff time is 1:30 PM)	June 17- 30, 2020
Inventories – Physical Count	June 30, 2020
Inventories – Documentation	July 01, 2020
Expenditure/Revenue Transfers for June 2020	July 02, 2020
TOPS – June 2020	July 02, 2020
Budget – Library 4140	
Refer questions to 278-3902	Deadline
Budget Balance Available Moved Forward	June 30, 2020
Adjusting Budget Journals (ABJ'S)	July 02, 2020
Payroll – Joyal 211	
Refer questions to 278-2032	Deadline
Work-study hours for May 1-15, 2020	June 05, 2020
Late Hourly Temporary Help, Student, Overtime, and Shift Differential Hours Prior to June 2020	June 10, 2020
Student time entry, including hours worked in June	July 02, 2020
Hourly Temporary Help, Student Overtime and Shift Differential Hours	July 06, 2020
Procurement– Joyal 161	
Refer questions to 278-2111	Deadline
FY 2019-20 Requisitions - All Goods and Services \$100,000 and greater	April 03, 2020
FY 2019-20 Requisitions - Public Work Projects (\$5,000-\$250,000)	April 03, 2020
FY 2019-20 Requisitions - All Goods and Services less than \$100,000	April 24, 2020
Requisitions for new contracts or blanket POs in place on July 1, 2020	May 01, 2020
Blanket Purchase Orders	May 15, 2020
Purchase Orders - Deans and Department Heads review and close non-blanket purchase orders	May 15, 2020
FY 2020-21 Requisitions may be submitted starting April 6, 2020	N/A