

FY 2023/2024 Year-End Calendar

ALL DEADLINES ARE CLOSE OF BUSINESS (5:00pm), UNLESS OTHERWISE NOTED

- March 28 – Thursday** Deadline to make funding strip changes for **March 2024**.
- April 2 – Tuesday** **eMOU module is open for FY 2024/25. All MOUs must be submitted electronically through the module by Friday, June 14, 2024.** Paper submissions will not be accepted.
- Validate open purchase order encumbrances. Review open and unpaid purchase orders through **Friday, March 29, 2024** for past due delivery dates. Completion of services or delivery of goods for purchase orders using FY 2023/24 funds cannot extend past **November 8, 2024**. To close a purchase order, please send an email to [Purchasing & Contract Administration](#).
- Review open chargebacks submitted prior to **March 2024**. Open balances on blanket orders must be reviewed to ensure the encumbrances are accurate.
- Last day to submit requests for chargeback estimates to PPM for FY 2023/24.
- April 12 – Friday** Last day to submit requisitions for FY 2023/24 that require formal bids greater than \$100,000 for Personal Property (Goods) and greater than \$500,000 for Information Technology Resources (ITR). **This includes equipment, supplies and contracts for services.**
- Note:** If you are uncertain if a transaction involves a formal bid, contact *Purchasing & Contract Administration (x2301)*.
- April 19 – Friday** Last day to submit Individual Reimbursed Time Request for release time related to the Spring semester. Submit requests through [Onbase Individual Reimbursed Time Request Form](#)
- Last day to submit journal entries to correct transactions posted from **January 1, 2024 through March 31, 2024**.
- April 23 – Tuesday** Review open and unpaid purchase orders with delivery dates prior to **April 23, 2024**. To close a purchase order, please send an email to [Purchasing & Contract Administration](#).
- Deadline to make funding strip changes for **April 2024**.
- April 24 – Wednesday** Last day for final approval on P-Card for **April 2024**.
- April 26 – Friday** Last day to submit requests for chargeback estimates to IT for FY 2023/24.
- Divisions promote Campus Budget Requests to the Budget Office for FY 2024/25 Budget Build in Qwestica.

- May 1 – Wednesday** Last day to submit requests to correct Federal Work Study (FWS) payroll. (August to April Pay Periods)
- Note:** Please submit all FWS correction requests to: Diana Medina, Work Study Office, Ext: 2338, MD-8307
- May 14 – Tuesday** Divisions and Enterprises to provide the Budget Office with preliminary carryforward balance templates based on April 2024 closing numbers.
- May 15 – Wednesday** Last day for work students to be paid from work-study funds. Hours worked after Wednesday, May 15, 2024, will be charged as student assistant hours.
- May 16 – Thursday
Noon** Timekeeper deadline for work-study payroll to be entered for the month of May.
- May 17 – Friday
Noon** Approver deadline for work-study payroll. Prior Pay Period Adjustment will not be accepted for the May pay period.
- May 17 – Friday** Follow up with Chargeback Service Providers regarding services provided, but not billed.
- Last day to submit journal entries to correct transactions posted between **April 1, 2024 through April 30, 2024.**
- May 20 – Monday** Last day for P-Card purchases to post for May billing cycle (**April 19, 2024 – May 20, 2024**).
- Note:** P-Card purchases posted after **Tuesday, June 18, 2024**, will be charged to FY 2024/25.
- May 21 – Tuesday** Beginning of P-card final billing cycle for FY 2023/24.
- May 22 – Wednesday** Review blanket purchase orders for open encumbrances. Adjust purchase orders for **June 2024** activity by submitting a [Change Request Form](#) to Purchasing & Contract Administration.
- Special Pay Authorizations (ASPs) cutoff. Last day to approve Authorization for Special Pay in order to ensure expenses will post in FY 2023/24. For additional questions, please contact Human Resources, ext. 2101 or Faculty Affairs ext. 2962.
- May 24 – Friday** Last day for final approval on P-Card for **May 2024**.
- Last day HR can receive pay related transactions (i.e., termination, retirement, vacation payout, overtime payout, etc.) in order to ensure expenses will post in FY 2023/24.
- Note:** This does not include time entered in Time & Labor.
- Deadline to make funding strip changes for **May 2024**.
- May 31 – Friday** Colleges departments promote line item budgets to Division Managers for FY 2024/25 Budget Build in Qwestica.

- June 5 – Wednesday** Last day to submit Interagency Financial Transactions (IFT) requests for reimbursements from the Chancellor’s office or other campuses for processing in FY 2023/24. IFT Requests for 2024/2025 activity should not be submitted before **July 8, 2024**.
- June 7 – Friday** Last day to approve requisitions for FY 2023/24 via the online requisition module for goods to be received and services to be completed respectively by **Friday, November 8, 2024**. These are requisitions that do not require a formal bid.
- Note:** Online requisitions that have not been approved will be cancelled.
- Billing transactions for FY 2023/24 eMOUs must be fully approved by Service Provider and Recipient by 5pm.
- Last day to submit chargebacks to Physical Plant Management (PPM) to be encumbered in FY 2023/24. Chargebacks submitted after this date will be cancelled by the Service Provider. Do not enter FY 2024/25 chargebacks for these providers until **Wednesday, June 12, 2024**.
- June 10 – Monday** Last day to submit a [Change Request Form](#) for a FY 2023/24 requisition or purchase order.
- Last day to close or cancel a FY 2023/2024 requisition or purchase; please send an email to [Purchasing & Contract Administration](#).
- Last day to submit [Invoice Request for Auxiliary Form](#) and [Invoice Request for Outside Agencies Form](#) to University Accounts Receivable for FY 2023/24. Invoice requests after this date will post in FY 2024/25.
- Note:** Exceptions must be approved by Annie Dang, University Controller, ext. 5171.
- June 11 – Tuesday** First day to submit requisitions for FY 2024/25. Requisitions will not be processed until after **Friday, June 28, 2024** due to year-end closing.
- Last day to enter chargebacks for FY 2023/24, except PPM as this deadline has passed.
- Note:** Any current year chargebacks not in *Approved* status will be cancelled after 5:00pm.
- Last day for Chargeback Service Providers to bill in FY 2023/24.
- June 12 – Wednesday** First day to enter chargebacks for FY2024/25
- June 14 – Friday** Last day to submit eMOUs to Financial Services for FY 2024/25. Service Provider and Recipient approvals must be complete by 5pm.
- First day to submit P-Card waivers for FY 2024/25.
- Last day to submit Transfer of State Funds Requests for FY 2023/24 to Financial Services.
- Last day to submit journal entries to correct transactions posted between **May 1, 2024 through May 31, 2024**.
- Last day to request a department reorganization.
- June 18 – Tuesday** Last day for P-Card purchases to post in FY 2023/24.

- June 19 - Wednesday** First day P-Card purchases will be charged in FY 2024/25.
- June 20 – Thursday** Last day to receive petty cash reimbursement from University Cash Services for purchases made during FY 2023/24. All petty cash reimbursements processed after this date will be charged to FY 2024/25.
- June 21 – Friday** Travel Authorizations still open 60 days after the ending travel date will be cancelled and the encumbrance will be liquidated.
- Last day to submit direct pay invoices for FY 2023/24.
- Deadline for departmental petty cash custodians to submit reimbursement requests to Accounts Payable for expenses to be charged to FY 2023/24.
- All eTravel mileage only expense reports must be fully approved to be charged in FY 2023/24.
- Last day to submit Approval of Travel Requests and Travel Expense Claims for Group Travel charged in FY 2023/24.
- June 24 – Monday** Deadline to make funding strip changes for **June 2024**.
- Last day for final approval on P-Card.
- June 26 – Wednesday** Last Accounts Payable **CHECK** pay cycle for payments in FY 2023/24.
- June 27 – Thursday** Last Accounts Payable **ACH** pay cycle for payments in FY 2023/24.
- June 28 – Friday
Noon** Deposits for FY 2023/24 must be received by University Cash Services.
All eTravel Travel Authorizations must be fully approved to be encumbered for FY 2023/24.
- June 28 – Friday** June P-Card statements due to Accounts Payable. This is the final billing cycle for FY 2023/2024.
- Divisions promote line item budgets to Budget Office for FY 2024/25 Budget Build in Questica.
- July 1 – Monday
Noon** Last day to submit journal entries to correct transactions posted in **June 2024 for 485xx funds**.
- July 1 – Monday** First day to submit a [Change Request Form](#) for FY 2024/25
- July 2 – Tuesday** Timekeeper deadline for Absence Management and Time & Labor.
- Last day to submit Questica Change Requests for FY 2023/24.
- July 3 – Wednesday
Noon** Last day to submit journal entries to correct transactions posted in **June 2024 for non 485xx funds**.
- July 3 – Wednesday** Approver deadline for Absence Management and Time & Labor
- July 5 – Friday** Divisions and Enterprises to provide the Budget Office with final carryforward balance templates

- July 12 – Friday** Last day for chargeback services, except HRS, IT, FAC & PPM for FY 2023/24 to be billed. All remaining encumbrance balances will be liquidated.
- Last day to run all payroll, PEAS, and financial reports for FY 2023/24, if a departmental reorganization is in process for FY 2024/25.
- July 15 – Monday** Last day to submit [Wireless Device/Service Reimbursement Form](#) to Accounts Payable for FY 2024/25.
- Aug. 1 – Thursday** Last day to submit student fee accountability information.
- Sept. 13 – Friday** Last day for HRS and IT chargeback services for FY 2023/24 to be billed. Remaining encumbrance balances will be liquidated.
- Nov. 8 – Friday** Last day for completion of services or delivery of goods for purchase orders charged in FY 2023/24.
- Nov. 25 – Monday** Last day for payment of FY 2023/24 purchase orders. Remaining encumbrance balances will be liquidated.
- Last day for FAC & PPM chargeback services for FY 2023/24 to be billed. Remaining encumbrance balances will be liquidated.