

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. Requests sent after this date must be supported with documentation showing that the funding was approved after **Friday, April 19, 2024**. 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 24 – Wednesday** Last day for final approval on P-Card for **April 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 26 – Friday** Last day to submit requests for chargeback estimates to IT for FY 2023/24.

May 1 – Wednesday	<p>Last day to submit requests to correct Federal Work Study (FWS) payroll. (August to April Pay Periods)</p> <p>Note: Please submit all FWS correction requests to: Diana Medina, Work Study Office, Ext: 2338, MD-8307</p>
May 10 – Friday	Divisions and Enterprises to provide the Budget Office with preliminary carryforward balance templates based on April 2024 closing numbers.
May 15 – Wednesday	<p>Last day for work study-students to be paid from work-study funds. Hours worked after Wednesday, May 15, 2024 will be charged as student assistant hours.</p>
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	<p>Follow up with Chargeback Service Providers regarding services provided, but not billed.</p> <p>Last day to submit journal entries to correct transactions posted between April 1, 2024 through April 30, 2024.</p>
May 20 – Monday	<p>Last day for P-Card purchases to post for May billing cycle (April 19, 2024 – May 20, 2024).</p> <p>Note: P-Card purchases posted after Tuesday, June 18, 2024, will be charged to FY 2024/25.</p>
May 21 – Tuesday	Beginning of P-card final billing cycle for FY 2023/24.
May 22 – Wednesday	<p>Review blanket purchase orders for open encumbrances. Adjust purchase orders for June 2024 activity by submitting a Change Requisition or Purchase Order Request Form to Purchasing & Contract Administration.</p> <p>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.</p>
May 24 – Friday	<p>Last day for final approval on P-Card for May 2024.</p> <p>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.</p> <p>Note: This does not include time entered in Time & Labor.</p> <p>Deadline to make funding strip changes for May 2024.</p>

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	<p>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.</p> <p>Note: Online requisitions that have not been approved will be cancelled.</p> <p>Billing transactions for FY 2023/24 eMOUs must be fully approved by Service Provider and Recipient by 5pm.</p> <p>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.</p>
June 10 – Monday	<p>Last day to submit a Change Requisition or Purchase Order Request Form for a FY 2023/24 requisition or purchase order.</p> <p>Last day to close or cancel a FY 2023/2024 requisition or purchase; please send an email to Purchasing & Contract Administration.</p> <p>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.</p> <p>Note: Exceptions <u>must</u> be approved by Annie Dang, University Controller, ext. 5171.</p>
June 11 – Tuesday	<p>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.</p> <p>Last day to enter chargebacks for FY 2023/24, except PPM as this deadline has passed.</p> <p>Note: Any current year chargebacks not in <i>Approved</i> status will be cancelled after 5:00pm.</p> <p>Last day for Chargeback Service Providers to bill in FY 2023/24.</p>
June 14 – Friday	<p>Last day to submit eMOUs to Financial Services for FY 2024/25. Service Provider and Recipient approvals must be complete by 5pm.</p> <p>First day to submit P-Card waivers for FY 2024/25.</p> <p>Last day to submit Transfer of State Funds Requests for FY 2023/24 to Financial Services.</p> <p>Last day to submit journal entries to correct transactions posted between May 1, 2024 through May 31, 2024.</p>
June 17 – Monday	<p>First day to enter chargebacks for FY2024/25</p> <p>Last day to request a department reorganization.</p>
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	<p>Travel Authorizations still open 60 days after the ending travel date will be cancelled and the encumbrance will be liquidated.</p> <p>Last day to submit direct pay invoices for FY 2023/24.</p> <p>Deadline for departmental petty cash custodians to submit reimbursement requests to Accounts Payable for expenses to be charged to FY 2023/24.</p> <p>All eTravel <u>mileage only</u> expense reports <u>must</u> be fully approved to be charged in FY 2023/24.</p> <p>Last day to submit Approval of Travel Requests and Travel Expense Claims for Group Travel charged in FY 2023/24.</p>
June 24 – Monday	<p>Deadline to make funding strip changes for June 2024.</p> <p>Last day for final approval on P-Card.</p>
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	<p>Deposits for FY 2023/24 must be received by University Cash Services.</p> <p>All eTravel Travel Authorizations <u>must</u> be fully approved to be encumbered for FY 2023/24.</p>
June 28 – Friday	June P-Card statements due to Accounts Payable. This is the final billing cycle for FY 2023/2024.
July 1 – Monday Noon	Last day to submit journal entries to correct transactions posted in June 2024 for <u>485xx</u> funds .
July 1 – Monday	First day to submit a Change Request Form for FY 2024/25
July 2 – Tuesday	<p>Timekeeper deadline for Absence Management and Time & Labor.</p> <p>Last day to submit Questica Change Requests for FY 2023/24.</p>
July 3 – Wednesday Noon	Last day to submit journal entries to correct transactions posted in June 2024 for <u>non 485xx</u> funds .
July 3 – Wednesday	<p>Approver deadline for Absence Management and Time & Labor</p> <p>Last day to submit Questica Change Requests for FY 2023/24.</p>
July 5 – Friday	Divisions and Enterprises to provide the Budget Office with final carryforward balance templates
July 8 – Monday	Last day to run payroll, PEAS and month-to-date reports for FY 2023/24.

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