

**Year-End Deadlines
Fiscal Year 2019/20**

Deadline	Accepted Status	2019/20 Last Day/Time to Submit	2020/21 Activity Begins
Purchasing			
On-Line Requisitions - Formal Bids	Financial Approval	4/17/2020	6/5/2020
Change Orders	Approved	6/4/2020	6/8/2020
On-Line Requisitions	Financial Approval	6/3/2020	6/5/2020
Close / Cancel Requisitions or Purchase Orders	Approved	6/4/2020	-----
Completion of 2019/20 Purchase Orders		11/13/2020	-----
Finalize remaining 2019/20 Purchase Orders		11/27/2020	-----
P-Card			
April 2020 Billing Cycle	Final Approval	4/24/2020	-----
May Purchases	-----	4/21/20 - 5/18/2020	-----
May 2020 Billing Cycle	Final Approval	5/22/2020	-----
June Purchases	-----	5/21/19 - 6/18/2020	6/19/2020
June 2020 Billing Cycle	Final Approval	6/24/2020	-----
June 2020 Statements	-----	6/25/2020	-----
2020/21 Waivers	-----	-----	6/18/2020
Chargebacks			
PPM Estimates	Not Approved	4/3/2020	6/15/2020
IT Estimates	Not Approved	5/1/2020	6/15/2020
PPM, FAC Service Providers	Financial / Auxiliary Approval	5/22/2020	6/15/2020
All other Service Providers	Financial / Auxiliary Approval	6/12/2020	6/15/2020
Service Provider Billing in 2019/20	Approved	6/12/2020	6/15/2020
Final Service Provider Billing 2019/20 Requests (except PPM, IT, & FAC)	Approved	7/17/2020	-----
Final IT Billing 2019/20 Requests	Approved	9/18/2020	-----
Final FAC & PPM Billing 2019/20 Requests	Approved	11/27/2020	-----
Travel			
<i>Deadlines only pertain to posting encumbrance entries for FY19-20</i>			
eTravel			
Expense Reports - Mileage Only	Fully Approved	6/26/2020	7/1/2020
Travel Authorizations - New	Fully Approved	6/30/2020	7/1/2020
Cancel Travel Authorizations - ≥ 60 days	Fully Approved	6/26/2020	-----
Offline Travel			
Approval of Travel Requests - Group Travel	Approved	6/26/2020	7/1/2020
Direct Pay Invoices			
	Approved	6/26/2020	7/1/2020

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Correcting Entries			
Transactions Posted between Jan 2020 & March 2020	-----	4/24/2020	-----
Transactions Posted in April 2020	-----	5/22/2020	-----
Transactions Posted in May 2020	-----	6/12/2020	-----
Transfer of State Funds	-----	6/19/2020	-----
Transactions Posted in June 2020 - 485xx	-----	7/1/2020	12:00 Noon
Transactions Posted in June 2020 ≠ 485xx	-----	7/2/2020	12:00 Noon
CPO Requests to CO			
	-----	6/8/2020	7/8/2020
Invoices			
Auxiliary Invoices - Release Time	Approved	4/15/2020	-----
Auxiliary Invoices	Approved	6/5/2020	6/8/2020
Outside Agencies	Approved	6/5/2020	6/8/2020
Petty Cash			
Petty Cash Reimbursements - UCS	Approved	6/23/2020	6/24/2020
Petty Cash Custodian Reimbursements - AP	Approved	6/26/2020	6/27/2020
Deposits			
		6/30/2020	12:00 Noon
			7/1/2020
On-Line Budget			
	Approved	7/2/2020	5:00 p.m.
			TBD
Check - Pay Cycle			
		6/30/2020	7/1/2020
Payroll			
Work Study Payroll			
Requests to Correct Payroll prior to 4/30/20	Contact Diana Medina x2338	5/6/2020	-----
Work Study Earned (Students)		5/15/2020	-----
WS Time Entry	Submitted	5/18/2020	12:00 Noon
WS Time Approval	T&L Approval	5/19/2020	12:00 Noon
Authorization for Special Pay	Approved	5/26/2020	-----
Pay Related Transactions	Approved	5/29/2020	-----
Moving & Relocation	Approved	6/23/2020	7/1/2020
Absence Mgmt / Time & Labor			
WS Time Entry	Submitted	5/18/2020	12:00 Noon
WS Time Approval	T&L Approval	5/19/2020	12:00 Noon
Time Entry - June	Submitted	7/1/2020	-----
Time Approval - June	T&L Approval	7/2/2020	-----
Year-End Funding Deadlines			
March 2020		3/24/2020	-----
April 2020		4/27/2020	-----
May 2020		5/26/2020	-----
June 2020		6/23/2020	-----
nVision Reporting			
PEAS		7/10/2020	-----
MTD Payroll Detail		7/10/2020	-----

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Financial Reports - Areas Anticipating Reorganizations		7/10/2020	-----
Student Fee Accountability		8/3/2020	-----
2020 / 21 MOU			
Submit MOU for FY 2020/21	Approved	4/1/2020 - 6/19/2020 5:00 p.m.	-----
Billing MOU for FY 2019/20	Approved	6/19/2020 5:00 p.m.	-----
2020 / 21 Wireless Reimbursement Form	Approved	7/10/2020	-----
2020 / 21 Department Re-Organizations	Approved	6/10/2020	-----