

**Year-End Deadlines
Fiscal Year 2022/23**

Deadline	Accepted Status	2022/23		2023/24
		Last Day/Time to Submit		Activity Begins
Purchasing				
On-Line Requisitions - Formal Bids	Financial Approval	04/14/2023	5:00 p.m.	6/13/2023
Adjust Blanket Purchase Orders	Approved	5/24/2023		-----
Change Orders	Approved	6/12/2023		6/13/2023
On-Line Requisitions	Financial Approval	6/9/2023	5:00 p.m.	6/13/2023
Close / Cancel Requisitions or Purchase Orders	Approved	6/12/2023		-----
Completion of 2022/23 Purchase Orders		11/10/2023		-----
Finalize remaining 2022/23 Purchase Orders		11/27/2023		-----
P-Card				
April 2023 Billing Cycle	Final Approval	4/24/2023		-----
May Purchases		4/25/23 - 5/18/2023		-----
May 2023 Billing Cycle	Final Approval	5/24/2023		-----
June Purchases		5/19/23 - 6/19/2023		6/20/2023
June 2023 Billing Cycle	Final Approval	6/19/2023		-----
June 2023 Statements		6/27/2023		-----
2023/24 Waivers		-----		6/16/2023
Chargebacks				
PPM Estimates	Not Approved	4/3/2023		6/14/2023
IT Estimates	Not Approved	4/28/2023		6/14/2023
PPM, FAC Service Providers	Financial / Auxiliary Approval	5/24/2023		6/14/2023
All other Service Providers	Financial / Auxiliary Approval	6/13/2023	5:00 p.m.	6/14/2023
Service Provider Billing in 2022/23	Approved	6/13/2023	5:00 p.m.	6/14/2023
Final Service Provider Billing 2022/23 Requests (except PPM, IT, & FAC)	Approved	7/14/2023	5:00 p.m.	-----
Final IT Billing 2022/23 Requests	Approved	9/15/2023	5:00 p.m.	-----
Final FAC & PPM Billing 2022/23 Requests	Approved	11/27/2023	5:00 p.m.	-----
Travel				
Deadlines only pertain to posting encumbrance entries for FY22-23				
eTravel				
Expense Reports - Mileage Only	Fully Approved	6/23/2023		7/1/2023
Travel Authorizations - New	Fully Approved	6/30/2023	12:00 Noon	7/1/2023
Cancel Travel Authorizations - ≥ 60 days	Fully Approved	6/23/2023		-----
Offline Travel				
Approval of Travel Requests - Group Travel	Approved	6/23/2023		7/1/2023
Direct Pay Invoices	Approved	6/23/2023		7/1/2023

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Deadline	Accepted Status	2022/23 Last Day/Time to Submit	2023/24 Activity Begins
Correcting Entries			
Transactions Posted between Jan 2023 & March 2023 -----		4/21/2023	-----
Transactions Posted in April 2023 -----		5/19/2023	-----
Transactions Posted in May 2023 -----		6/13/2023	-----
Transfer of State Funds -----		6/16/2023	-----
Transactions Posted in June 2023 - 485xx -----		6/30/2023	12:00 Noon -----
Transactions Posted in June 2023 ≠ 485xx -----		7/5/2023	12:00 Noon -----
Interagency Financial Transactions (IFT)			
Requests to CO -----		6/6/2023	7/7/2023
Invoices			
Auxiliary Invoices - Release (Reimbursed) Time	Approved	4/21/2023	-----
Auxiliary Invoices	Approved	6/12/2023	6/13/2023
Outside Agencies	Approved	6/12/2023	6/13/2023
Petty Cash			
Petty Cash Reimbursements - UCS	Approved	6/20/2023	6/21/2023
Petty Cash Custodian Reimbursements - AP	Approved	6/23/2023	6/25/2023
Deposits			
		6/30/2023	12:00 Noon 7/1/2023
Budget			
Preliminary Carryforward (Divisions & Enterprises)	Approved	5/12/2023	-----
Questica Change Requests for 2022/23	Approved	7/5/2023	5:00 p.m. TBD
Final Carryforward (Divisions & Enterprises)	Approved	7/5/2023	-----
Checks - Pay Cycle			
		6/28/2023	7/1/2023
Payroll			
Work Study Payroll			
Requests to Correct Payroll prior to 4/30/23	Contact Diana Medina x2338	5/3/2023	-----
Work Study Earned (Students)		5/15/2023	-----
WS Time Entry	Submitted	5/15/2023	12:00 Noon -----
WS Time Approval	T&L Approval	5/16/2023	12:00 Noon -----
Authorization for Special Pay	Approved	5/24/2023	-----
Pay Related Transactions	Approved	5/26/2023	-----
Absence Mgmt / Time & Labor			
WS Time Entry	Submitted	5/15/2023	12:00 Noon -----
WS Time Approval	T&L Approval	5/16/2023	12:00 Noon -----
Time Entry - June	Submitted	6/30/2023	-----
Time Approval - June	T&L Approval	7/5/2023	-----
Year-End Payroll Funding Deadlines			
March 2023		3/28/2023	-----
April 2023		4/25/2023	-----
May 2023		5/26/2023	-----
June 2023		6/23/2023	-----
nVision Reporting			
PEAS		7/10/2023	-----

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Deadline		Accepted Status	2022/23		2023/24
			Last Day/Time to Submit		Activity Begins
MTD Payroll Detail			7/10/2023		-----
Financial Reports - Areas Anticipating Reorganizations			7/10/2023		-----
Student Fee Accountability			8/1/2023		-----
MOU					
Submit MOU for FY 2023/24		Approved	4/3/2023 - 6/16/2023		5:00 p.m. -----
Billing MOU for FY 2022/23		Approved	6/9/2023		5:00 p.m. -----
2023/24 Wireless Reimbursement Form		Approved	7/10/2023		-----
2023/24 Department Re-Organizations - Department Request Form		Approved	6/14/2023		-----