

**Year-End Deadlines
Fiscal Year 2023/24**

Deadline	Accepted Status	2023/24		2024/25
		Last Day/Time to Submit		Activity Begins
Purchasing				
On-Line Requisitions - Formal Bids	Financial Approval	04/12/2024	5:00 p.m.	6/11/2024
Adjust Blanket Purchase Orders	Approved	5/22/2024		-----
Change Orders	Approved	6/10/2024		7/1/2024
On-Line Requisitions	Financial Approval	6/7/2024	5:00 p.m.	6/11/2024
Close / Cancel Requisitions or Purchase Orders	Approved	6/10/2024		-----
Completion of 2023/24 Purchase Orders		11/8/2024		-----
Finalize remaining 2023/24 Purchase Orders		11/25/2024		-----
P-Card				
April 2024 Billing Cycle	Final Approval	4/24/2024		-----
May Purchases		4/19/24 - 5/20/2024		-----
May 2024 Billing Cycle	Final Approval	5/24/2024		-----
June Purchases		5/21/24 - 6/18/2024		6/19/2024
June 2024 Billing Cycle	Final Approval	6/24/2023		-----
June 2024 Statements		6/28/2024		-----
2024/25 Waivers		-----		6/14/2024
Chargebacks				
PPM Estimates	Not Approved	4/2/2024		6/12/2024
IT Estimates	Not Approved	4/26/2024		6/12/2024
PPM, FAC Service Providers	Financial / Auxiliary Approval	6/7/2024		6/12/2024
All other Service Providers	Financial / Auxiliary Approval	6/11/2024	5:00 p.m.	6/12/2024
Service Provider Billing in 2023/24	Approved	6/11/2024	5:00 p.m.	6/12/2024
Final Service Provider Billing 2023/24 Requests (except PPM, IT, & FAC)	Approved	7/12/2024	5:00 p.m.	-----
Final IT & HRS Billing 2023/24 Requests	Approved	9/13/2024	5:00 p.m.	-----
Final FAC & PPM Billing 2023/24 Requests	Approved	11/25/2024	5:00 p.m.	-----
Travel				
<i>Deadlines only pertain to posting encumbrance entries for FY23-24</i>				
eTravel				
Expense Reports - Mileage Only	Fully Approved	6/21/2024		7/1/2024
Travel Authorizations - New	Fully Approved	6/28/2024	12:00 Noon	7/1/2024
Cancel Travel Authorizations - \geq 60 days	Fully Approved	6/21/2024		-----
Offline Travel				
Approval of Travel Requests - Group Travel	Approved	6/21/2024		7/1/2024
Direct Pay Invoices				
	Approved	6/21/2024		7/1/2024

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Deadline	Accepted Status	2023/24 Last Day/Time to Submit	2024/25 Activity Begins
Correcting Entries			
Transactions Posted between Jan 2024 & March 2024	-----	4/19/2024	-----
Transactions Posted in April 2024	-----	5/17/2024	-----
Transactions Posted in May 2024	-----	6/14/2024	-----
Transfer of State Funds	-----	6/14/2024	-----
Transactions Posted in June 2024 - 485xx	-----	7/1/2024	12:00 Noon -----
Transactions Posted in June 2024 ≠ 485xx	-----	7/3/2024	12:00 Noon -----
Interagency Financial Transactions (IFT)			
Requests to CO	-----	6/5/2024	7/8/2024
Invoices			
Auxiliary Invoices - Release (Reimbursed) Time	Approved	4/19/2024	-----
Auxiliary Invoices	Approved	6/10/2024	6/11/2024
Outside Agencies	Approved	6/10/2024	6/11/2024
Petty Cash			
Petty Cash Reimbursements - UCS	Approved	6/20/2024	6/21/2024
Petty Cash Custodian Reimbursements - AP	Approved	6/21/2024	6/22/2024
Deposits			
		6/28/2024	12:00 Noon 7/1/2024
Budget			
Budget Build - Promote Campus Budget Requests (Divisions)		4/26/2024	-----
Budget Build - Promote line item budgets (Colleges / Departments)		5/31/2024	-----
Budget Build - Promote line item budgets (Divisions)		6/28/2024	-----
Preliminary Carryforward (Divisions & Enterprises)	Approved	5/14/2024	-----
Questica Change Requests for 2023/24	Approved	7/2/2024	5:00 p.m. TBD
Final Carryforward (Divisions & Enterprises)	Approved	7/5/2024	-----
Checks - Pay Cycle			
		6/26/2024	7/1/2024
Payroll			
Work Study Payroll			
Requests to Correct Payroll prior to 4/30/24	Contact Diana Medina x2338	5/1/2024	-----
Work Study Earned (Students)		5/15/2024	-----
WS Time Entry	Submitted	5/16/2024	12:00 Noon -----
WS Time Approval	T&L Approval	5/17/2024	12:00 Noon -----
Authorization for Special Pay	Approved	5/22/2024	-----
Pay Related Transactions	Approved	5/24/2024	-----
Absence Mgmt / Time & Labor			
WS Time Entry	Submitted	5/16/2024	12:00 Noon -----
WS Time Approval	T&L Approval	5/17/2024	12:00 Noon -----
Time Entry - June	Submitted	7/2/2024	-----
Time Approval - June	T&L Approval	7/3/2024	-----
Year-End Payroll Funding Deadlines			
March 2024		3/28/2024	-----

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April 2024		4/23/2024		-----
May 2024		5/24/2024		-----
June 2024		6/24/2024		-----
nVision Reporting				
PEAS		7/12/2024		-----
MTD Payroll Detail		7/12/2024		-----
Financial Reports - Areas Anticipating Reorganizations		7/12/2024		-----
Student Fee Accountability				
		8/1/2023		-----
MOU				
Submit MOU for FY 2024/25	Approved	4/2/2024 - 6/14/2024		5:00 p.m. -----
Billing MOU for FY 2023/24	Approved	6/7/2024		5:00 p.m. -----
2024/25 Wireless Reimbursement Form				
	Approved	7/15/2024		-----
2023/24 Department Re-Organizations - Department Request Form				
	Approved	6/17/2024		-----