Year-End Deadlines Fiscal Year 2023/24

		2023/24		2024/25
Deadline	Accepted Status	Last Day/Time t	o 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	· mar Approval	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				
_	Nat Anamara d	4/2/2024		6/12/2024
PPM Estimates IT Estimates	Not Approved	4/2/2024		6/12/2024
PPM, FAC Service Providers	Not Approved Financial / Auxiliary Approval	4/26/2024 6/7/2024		6/12/2024 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	Approved	0/11/2024	3.00 p.m.	0/12/2024
(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				
Deadlines only pertain to posting encumbran	so ontries for EV22 24			
eTravel	te entries joi F123-24			
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 - ≥ 60 days	Fully Approved	6/21/2024	12.00 140011	
Offline Travel	Tally Approved	0/21/2024		
Approval of Travel Requests - Group Travel	Approved	6/21/2024		7/1/2024
	P. P. P. P.			
Direct Pay Invoices	Approved	6/21/2024		7/1/2024

Year-End Deadlines Fiscal Year 2023/24

Transactions Posted in April 2024	Deadline	Accontact Status	2023/24		2024/25 Activity Begins
Transactions Posted in April 2024 & March 2024		Accepted Status	Last Day/ I	ime to Submit	Activity begins
Transactions Posted in April 2024	_	l	4/19/2024		
Transactions Posted in May 2024					
Transactions Posted in June 2024 + 485xx					
Transactions Posted in June 2024 + 485xx					
Transactions Posted in June 2024 ≠ 485xx 17/3/2024 12:00 Noon				12:00 Noon	
Style Styl					
Style Styl	Interagency Financial Transactions (IET)				
Auxiliary Invoices - Release (Reimbursed) Time	Requests to CO		6/5/2024		7/8/2024
Auxillary Invoices	Invoices				
Auxiliary Invoices Approved 6/10/2024 6/11/2024 Petty Cash Petty Cash Fetty 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 Build - Promote Campus Budget Requests (Olivisions) 4/26/2024	Auxiliary Invoices - Release (Reimbursed) Time	Approved	4/19/2024		
Petty Cash Petty Cash Petty Cash Reimbursements - UCS Approved 6/20/2024 6/21/2024 6/21/2024 6/22/2024 Petty Cash Custodian Reimbursements - AP Approved 6/21/2024 6/22/2024 6/22/2024 Petty Cash Custodian Reimbursements - AP Approved 6/21/2024 6/22/2024 Petty Cash Custodian Reimbursements - AP Approved 6/21/2024 Petty Cash Custodian Reimbursements - AP Approved 6/28/2024 Petty Cash Custodian Reimbursements - AP Approved A/26/2024 Petty Cash Custodian Reimbursements - AP Approved A/26/2024 Petty Cash Custodian Reimbursements - Approved App		Approved	6/10/2024		6/11/2024
Petty Cash Reimbursements - UCS	Outside Agencies	Approved	6/10/2024		6/11/2024
Petty Cash Reimbursements - UCS	Petty Cash				
Petty Cash Custodian Reimbursements - AP	-	Approved	6/20/2024		6/21/2024
Budget Build - Promote Campus Budget Requests (Divisions) Budget Build - Promote Promote line item budgets (Colleges / Departments) Budget Build - Promote line item budgets (Colleges / Departments) Budget Build - Promote line item budgets (Divisions) Preliminary Carryforward (Divisions & Enterprises) Approved Questica Change Requests for 2023/24 Approved Approvel Checks - Pay Cycle Approvel Work Study Payroll Requests to Correct Payroll prior to 4/30/24 Work Study Earned (Students) W5 Time Entry Submitted Sylapproval Authorization for Special Pay Approved Absence Mgmt / Time & Labor W5 Time Entry Submitted Time Entry Submitted Time Entry Submitted Time Entry Submitted Approval Approved Approv	•		6/21/2024		
Budget Build - Promote Campus Budget Requests ((Divisions) Budget Build - Promote Promote line item budgets ((Colleges / Departments) Budget Build - Promote line item budgets ((Divisions) Budget Build - Promote line item budgets ((Divisions)) Budget Build - Promote line item budgets ((Divisions)) Preliminary Carryforward ((Divisions & Enterprises)) Approved 5/10/2024 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 Work Study Earned ((Students)) WS Time Entry Submitted 5/15/2024 WS Time Approval Authorization for Special Pay Approved Approved 5/22/2024 Approved 5/22/2024 Approved 5/22/2024 Approved 5/22/2024 Approved 5/22/2024 Approved 5/16/2024 12:00 Noon Authorization for Special Pay Approved 5/22/2024 Approved 5/16/2024 12:00 Noon WS Time Approval Time Approval Time Approval Time Approval Time Approval Time & Labor WS Time Approval Time Entry Submitted 7/2/2024 Time Approval - June Time Approval - June Time Approval Funding Deadlines	Deposits		6/28/2024	12:00 Noon	7/1/2024
Budget Build - Promote Campus Budget Requests ((Divisions) Budget Build - Promote Promote line item budgets ((Colleges / Departments) Budget Build - Promote line item budgets ((Divisions) Budget Build - Promote line item budgets ((Divisions)) Budget Build - Promote line item budgets ((Divisions)) Preliminary Carryforward ((Divisions & Enterprises)) Approved 5/10/2024 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 Work Study Earned ((Students)) WS Time Entry Submitted 5/15/2024 WS Time Approval Authorization for Special Pay Approved Approved 5/22/2024 Approved 5/22/2024 Approved 5/22/2024 Approved 5/22/2024 Approved 5/22/2024 Approved 5/16/2024 12:00 Noon Authorization for Special Pay Approved 5/22/2024 Approved 5/16/2024 12:00 Noon WS Time Approval Time Approval Time Approval Time Approval Time Approval Time & Labor WS Time Approval Time Entry Submitted 7/2/2024 Time Approval - June Time Approval - June Time Approval Funding Deadlines	Budget				
Civisions Sudget Build - Promote Promote line item budgets S/31/2024 S/31/2024 S/31/2024 S/31/2024 S/31/2024 S/31/2024 S/3	_				
Colleges / Departments S/31/2024 S/3			4/26/2024		
Colleges / Departments S/31/2024 S/3	Budget Build - Promote Promote line item budgets		5 /04 /000 A		
Preliminary Carryforward (Divisions & Enterprises) Approved 5/10/2024	(Colleges / Departments)		5/31/2024		
Questica Change Requests for 2023/24 Approved 7/2/2024 5:00 p.m. TBD Final Carryforward (Divisions & Enterprises) Approved 7/5/2024	Budget Build - Promote line item budgets (Divisions)		6/28/2024		
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	Preliminary Carryforward (Divisions & Enterprises)	Approved	5/10/2024		
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 ———————————————————————————————————	Questica Change Requests for 2023/24	Approved	7/2/2024	5:00 p.m.	TBD
Payroll Work Study Payroll Requests to Correct Payroll prior to 4/30/24 Contact Diana Medina x2338 5/1/2024				·	
Work Study Payroll Requests to Correct Payroll prior to 4/30/24 Contact Diana Medina x2338 5/1/2024	Checks - Pay Cycle		6/26/2024		7/1/2024
Work Study Payroll Requests to Correct Payroll prior to 4/30/24 Contact Diana Medina x2338 5/1/2024	Payroll				
Requests to Correct Payroll prior to 4/30/24 Contact Diana Medina x2338 5/1/2024	-				
Work Study Earned (Students) 5/15/2024		Contact Diana Medina x2338	5/1/2024		
WS Time Entry Submitted 5/16/2024 12:00 Noon					
Authorization for Special Pay Approved 5/22/2024		Submitted		12:00 Noon	
Pay Related Transactions Approved 5/24/2024		T&L Approval		12:00 Noon	
Absence Mgmt / Time & Labor WS Time Entry Submitted 5/16/2024 12:00 Noon	Authorization for Special Pay	Approved	5/22/2024		
WS Time Entry Submitted 5/16/2024 12:00 Noon	Pay Related Transactions	Approved	5/24/2024		
WS Time Approval T&L Approval 5/17/2024 12:00 Noon	Absence Mgmt / Time & Labor				
Time Entry - June Submitted 7/2/2024 Time Approval - June T&L Approval 7/3/2024 Year-End Payroll Funding Deadlines				12:00 Noon	
Time Approval - June T&L Approval 7/3/2024 Year-End Payroll Funding Deadlines				12:00 Noon	
Year-End Payroll Funding Deadlines					
	Time Approval - June	T&L Approval	7/3/2024		
March 2024 3/28/2024	Year-End Payroll Funding Deadlines				
	March 2024		3/28/2024		

Year-End Deadlines Fiscal Year 2023/24

		2023/24		2024/25	
Deadline	Accepted Status	Last Day/Time to	Submit	Activity Begins	
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 Reorginization	s	7/12/2024			
Student Fee Accountability		8/1/2023			
MOLL					
MOU	A	4/4/2024 6/44/2024	F 00		
Submit MOU for FY 2024/25	Approved	4/1/2024 - 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			