

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

Deadline	Accepted Status	2023/24 Last Day/Time to Submit	2024/25 Activity Begins
<b>Purchasing</b>			
On-Line Requisitions - Formal Bids	Financial Approval	04/12/2024	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	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	-----
<b>P-Card</b>			
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
<b>Chargebacks</b>			
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	6/12/2024
Service Provider Billing in 2023/24	Approved	6/11/2024	6/12/2024
Final Service Provider Billing 2023/24 Requests (except PPM, IT, & FAC)	Approved	7/12/2024	-----
Final IT & HRS Billing 2023/24 Requests	Approved	9/13/2024	-----
Final FAC & PPM Billing 2023/24 Requests	Approved	11/25/2024	-----
<b>Travel</b>			
<i>Deadlines only pertain to posting encumbrance entries for FY23-24</i>			
<b>eTravel</b>			
Expense Reports - Mileage Only	Fully Approved	6/21/2024	7/1/2024
Travel Authorizations - New	Fully Approved	6/28/2024	7/1/2024
Cancel Travel Authorizations - $\geq$ 60 days	Fully Approved	6/21/2024	-----
<b>Offline Travel</b>			
Approval of Travel Requests - Group Travel	Approved	6/21/2024	7/1/2024
<b>Direct Pay Invoices</b>			
	Approved	6/21/2024	7/1/2024

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<b>Correcting Entries</b>			
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
<b>Interagency Financial Transactions (IFT)</b>			
Requests to CO		6/5/2024	7/8/2024
<b>Invoices</b>			
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
<b>Petty Cash</b>			
Petty Cash Reimbursements - UCS	Approved	6/20/2024	6/21/2024
Petty Cash Custodian Reimbursements - AP	Approved	6/21/2024	6/22/2024
<b>Deposits</b>			
		6/28/2024	12:00 Noon 7/1/2024
<b>Budget</b>			
Budget Build - Promote Campus Budget Requests (Divisions)		4/26/2024	
Budget Build - Promote Promote line item budgets (Colleges / Departments)		5/31/2024	
Budget Build - Promote line item budgets (Divisions)		6/28/2024	
Preliminary Carryforward (Divisions & Enterprises)	Approved	5/10/2024	
Questica Change Requests for 2023/24	Approved	7/2/2024	5:00 p.m. TBD
Final Carryforward (Divisions & Enterprises)	Approved	7/5/2024	
<b>Checks - Pay Cycle</b>			
		6/26/2024	7/1/2024
<b>Payroll</b>			
<b>Work Study Payroll</b>			
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
<b>Authorization for Special Pay</b>	Approved	5/22/2024	
<b>Pay Related Transactions</b>	Approved	5/24/2024	
<b>Absence Mgmt / Time &amp; Labor</b>			
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	
<b>Year-End Payroll Funding Deadlines</b>			
March 2024		3/28/2024	

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