

**Year-End Deadlines  
Fiscal Year 2018/19**

<b>Deadline</b>	<b>Accepted Status</b>	<b>2018/19</b>		<b>2019/20</b>
		<b>Last Day/Time to Submit</b>		<b>Activity Begins</b>
<b>Purchasing</b>				
On-Line Requisitions - Formal Bids	Financial Approval	4/19/2019	5:00 p.m.	6/7/2019
Change Orders	Approved	6/6/2019		6/10/2019
On-Line Requisitions	Financial Approval	6/5/2019	5:00 p.m.	6/7/2019
Close / Cancel Requisitions or Purchase Orders	Approved	6/6/2019		-----
Completion of 2018/19 Purchase Orders		11/15/2019		-----
Finalize remaining 2018/19 Purchase Orders		11/29/2019		-----
<b>P-Card</b>				
April 2019 Billing Cycle	Final Approval	4/24/2019		-----
May Purchases		----- 4/25/16 - 5/20/2019		-----
May 2019 Billing Cycle	Final Approval	5/24/2019		-----
June Purchases		----- 5/21/19 - 6/18/2019		6/19/2019
June 2019 Billing Cycle	Final Approval	6/24/2019		-----
June 2019 Statements		----- 6/25/2019		-----
<b>Chargebacks</b>				
PPM Estimates	Not Approved	4/5/2019		6/17/2019
IT Estimates	Not Approved	5/3/2019		6/17/2019
PPM, FAC Service Providers	Financial / Auxiliary Approval	5/24/2019		6/17/2019
All other Service Providers	Financial / Auxiliary Approval	6/14/2019	5:00 p.m.	6/17/2019
Service Provider Billing in 2018/19	Approved	6/14/2019	5:00 p.m.	6/17/2019
Final Service Provider Billing 2018/19 Requests (except PPM, IT, & FAC)	Approved	7/19/2019	5:00 p.m.	-----
Final IT Billing 2018/19 Requests	Approved	9/20/2019	5:00 p.m.	-----
Final FAC & PPM Billing 2018/19 Requests	Approved	11/29/2019	5:00 p.m.	-----
<b>Travel</b>				
<i>Deadlines only pertain to posting encumbrance entries for FY18-19</i>				
<b>eTravel</b>				
Expense Reports - Mileage Only	Fully Approved	6/25/2019		7/1/2019
Travel Authorizations - New	Fully Approved	6/28/2019	12:00 Noon	7/1/2019
Cancel Travel Authorizations - ≥ 60 days	Fully Approved	6/27/2019		-----
<b>Offline Travel</b>				
Approval of Travel Requests - Group Travel	Approved	6/25/2019		7/1/2019
Moving & Relocation	Approved	6/25/2019		7/1/2019
<b>Direct Pay Invoices</b>				
	Approved	6/25/2019		7/1/2019

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<b>Correcting Entries</b>			
Transactions Posted between Jan 2019 & March 2019	-----	4/26/2019	-----
Transactions Posted in April 2019	-----	5/24/2019	-----
Transactions Posted in May 2019	-----	6/14/2019	-----
Transactions Posted in June 2019 - 485xx	-----	7/2/2019	12:00 Noon
Transactions Posted in June 2019 ≠ 485xx	-----	7/5/2019	12:00 Noon
<b>CPO Requests to CO</b>			
	-----	6/7/2019	7/10/2019
<b>Invoices</b>			
Auxiliary Invoices - Release Time	Approved	4/19/2019	-----
Auxiliary Invoices	Approved	6/7/2019	6/10/2019
Outside Agencies	Approved	6/7/2019	6/10/2019
<b>Petty Cash</b>			
Petty Cash Reimbursements - UCS	Approved	6/25/2019	6/26/2019
Petty Cash Custodian Reimbursements - AP	Approved	6/25/2019	6/26/2019
<b>Deposits</b>			
		6/28/2019	12:00 Noon
			7/1/2019
<b>On-Line Budget</b>			
	Approved	7/3/2019	5:00 p.m.
			TBD
<b>Check - Pay Cycle</b>			
		6/25/2019	7/1/2019
<b>Payroll</b>			
<b>Work Study Payroll</b>			
Requests to Correct Payroll prior to 4/30/19	Contact Diana Medina x2338	5/6/2019	-----
Work Study Earned (Students)		5/15/2019	-----
WS Time Entry	Submitted	5/16/2019	12:00 Noon
WS Time Approval	T&L Approval	5/17/2019	12:00 Noon
<b>Authorization for Special Pay</b>	Approved	5/24/2019	-----
<b>Pay Related Transactions</b>	Approved	5/31/2019	-----
<b>Absence Mgmt / Time &amp; Labor</b>			
WS Time Entry	Submitted	5/16/2019	12:00 Noon
WS Time Approval	T&L Approval	5/17/2019	12:00 Noon
Time Entry - June	Submitted	7/2/2019	-----
Time Approval - June	T&L Approval	7/3/2019	-----
<b>Year-End LCD Funding Deadlines</b>			
April 2019		4/25/2019	-----
May 2019		5/24/2019	-----
June 2019		6/25/2019	-----
<b>nVision Reporting</b>			
PEAS		7/12/2019	-----
MTD Payroll Detail		7/12/2019	-----
Financial Reports - Areas Anticipating Reorganizations		7/12/2019	-----

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<b>Student Fee Accountability</b>			
		8/1/2019	-----
<b>2019 / 18 MOU</b>			
Submit MOU for FY 2019/20	Approved	4/1/2019 - 6/14/2019 5:00 p.m.	-----
Billing MOU for FY 2018/19	Approved	6/14/2019 5:00 p.m.	-----
<b>2019 / 18 Wireless Reimbursement Form</b>			
	Approved	7/12/2019	-----
<b>2019 / 18 Department Re-Organizations</b>			
	Approved	6/12/2019	-----