

Please reference the *2022-2023 Year-End Closing Deadlines Memo* for complete information.  
Documents must be received in the appropriate office by the deadline noted below.

<b>Accounting – Joyal 181</b>	
Refer to the year-end memo for contacts to answer questions	<b>Deadline</b>
Release Time Contracts due to Foundation	April 17, 2023
IRA Direct Pays & Travel due to Academic Resources	May 19, 2023
Accounts Receivable - Requests for Billing	May 26, 2023
Capital Outlay Reverting Transfers	May 26, 2023
Chargebacks - Printing & Mail Services, University Warehouse, ITS, TLT, etc.	May 26, 2023
Release Time Contracts due to Accounts Receivable	May 26, 2023
Travel - Paper Travel Expense Claims through May 24, 2023	May 26, 2023
Accounts Payable - Direct Payment forms	June 02, 2023
Expenditure/Revenue Transfers through May 2023	June 02, 2023
TOPS – April & May 2023	June 02, 2023
Travel - Concur Electronic Expense Reports	June 02, 2023
Travel - Paper Travel Expense Claims for travel ending May 25 - June 2, 2023	June 06, 2023
Accounts Payable - Invoices	June 09, 2023
Petty Cash	June 09, 2023
Daily Cash Receipts/Cashiering Deposits (For June 30 cutoff time is 1:30 PM)	June 12 - 30, 2023
Inventories – Physical Count	June 30, 2023
Expenditure/Revenue Transfers for June 2023	July 03, 2023
Inventories – Documentation	July 03, 2023
TOPS – June 2023	July 03, 2023
<b>Budget – Library 4140</b>	
Refer questions to 278-5293 or 278-7224	<b>Deadline</b>
Budget Balance Available Moved Forward	June 30, 2023
Adjusting Budget Journals (ABJ'S)	July 05, 2023
<b>Payroll – Joyal 211</b>	
Refer questions to 278-2032	<b>Deadline</b>
Work-study hours for May 1-19, 2023	June 02, 2023
Late Hourly Temporary Help, Student, Overtime, and Shift Differential Hours Prior to June 2023	June 09, 2023
Hourly Temporary Help, Student Overtime and Shift Differential Hours	July 05, 2023
Student time entry, including hours worked in June	July 05, 2023
<b>Procurement– Joyal 161</b>	
Refer questions to 278-2111	<b>Deadline</b>
FY 2022-2023 Requisitions - All Goods and Services \$100,000 and greater	March 30, 2023
FY 2022-2023 Requisitions - Public Work Projects (\$5,000-\$250,000)	March 30, 2023
FY 2022-2023 Requisitions - All Goods and Services less than \$100,000	April 21, 2023
Requisitions for new contracts or blanket POs in place on July 1, 2023	April 28, 2023
Alterations to blanket Purchase Orders	May 12, 2023
Purchase Orders - Deans and Department Heads review and close non-blanket purchase orders	May 12, 2023
FY 2023-2024 Requisitions (to be determined)	N/A