

Please reference the *2021-2022 Year-End Closing Deadlines Memo* for complete information.
Documents must be received in the appropriate office by the deadline noted below.

Accounting – Joyal 181	
Refer questions to 278-2876	Deadline
Release Time Contracts due to Foundation	May 02, 2022
IRA Direct Pays & Travel	May 23, 2022
Accounts Receivable - Requests for Billing	May 27, 2022
Capital Outlay Reverting Transfers	May 27, 2022
Chargebacks - Printing & Mail Services, University Warehouse, ITS, TLT, etc.	May 27, 2022
Release Time Contracts due to Accounts Receivable	May 27, 2022
Travel - Paper Travel Expense Claims through May 2022	May 27, 2022
Accounts Payable - Direct payment forms	June 03, 2022
Expenditure/Revenue Transfers through May 2022	June 03, 2022
TOPS – April & May 2022	June 03, 2022
Travel - Concur Electronic Expense Reports	June 03, 2022
Travel - Paper Travel Expense Claims for June 1-3, 2022	June 07, 2022
Accounts Payable - Invoices	June 10, 2022
Petty Cash	June 10, 2022
Daily Cash Receipts/Cashiering Deposits (For June 30 cutoff time is 1:30 PM)	June 13 - 30, 2022
Inventories – Physical Count	June 30, 2022
Inventories – Documentation	July 01, 2022
Expenditure/Revenue Transfers for June 2022	July 01, 2022
TOPS – June 2022	July 01, 2022
Budget – Library 4140	
Refer questions to to 278-5293 or 278-7224	Deadline
Budget Balance Available Moved Forward	June 30, 2022
Adjusting Budget Journals (ABJ'S)	July 05, 2022
Payroll – Joyal 211	
Refer questions to 278-2032	Deadline
Work-study hours for May 1-20, 2022	June 03, 2022
Late Hourly Temporary Help, Student, Overtime, and Shift Differential Hours Prior to June 2022	June 10, 2022
Student time entry, including hours worked in June	July 05, 2022
Hourly Temporary Help, Student Overtime and Shift Differential Hours	July 05, 2022
Procurement– Joyal 161	
Refer questions to 278-2111	Deadline
FY 2021-2022 Requisitions - All Goods and Services \$100,000 and greater	April 01, 2022
FY 2021-2022 Requisitions - Public Work Projects (\$5,000-\$250,000)	April 01, 2022
FY 2021-2022 Requisitions - All Goods and Services less than \$100,000	April 22, 2022
Requisitions for new contracts or blanket POs in place on July 1, 2022	April 29, 2022
Alterations to blanket Purchase Orders	May 13, 2022
Purchase Orders - Deans and Department Heads review and close non-blanket purchase orders	May 13, 2022
FY 2022-23 Requisitions may be submitted starting April 4, 2022	N/A