

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.

Accounting – Joyal 181	
Refer to the year-end memo for contacts to answer questions	Deadline
Release Time Contracts due to Foundation	April 15, 2024
IRA Direct Pays & Travel due to Academic Resources	May 17, 2024
Accounts Receivable - Requests for Billing	May 31, 2024
Capital Outlay Reverting Transfers	May 31, 2024
Chargebacks - Printing & Mail Services, University Warehouse, ITS, TLT, etc.	May 31, 2024
Release Time Contracts due to Accounts Receivable	May 24, 2024
Travel - Paper Travel Expense Claims through May 22, 2024	May 24, 2024
Accounts Payable - Direct Payment forms	June 04, 2024
Expenditure/Revenue Transfers through May 2024	June 03, 2024
TOPS – April & May 2023	June 03, 2024
Travel - Concur Electronic Expense Reports	May 31, 2024
Travel - Paper Travel Expense Claims for travel ending May 23 - June 4, 2024	June 04, 2024
Accounts Payable - Invoices	June 07, 2024
Petty Cash	June 04, 2024
Interagency Financial Transactions (IFT) due to Chancellor’s Office	June 14, 2024
Daily Cash Receipts/Cashiering Deposits (For June 28 cutoff time is 1:30 PM)	June 10 - 28, 2024
Inventories – Physical Count	June 28, 2023
Expenditure/Revenue Transfers for June 2024	July 01, 2024
Inventories – Documentation	July 01, 2024
TOPS – June 2024	July 01, 2024
Budget – Library 4140	
Refer questions to 278-5293 or 278-7224	Deadline
Budget Balance Available Moved Forward	June 30, 2024
Adjusting Budget Journals (ABJ’S)	July 05, 2024
Payroll – Joyal 211	
Refer questions to 278-2032	Deadline
Work-study hours for May 1-17, 2024	June 03, 2024
Late Hourly Temporary Help, Student, Overtime, and Shift Differential Hours Prior to June 2024	June 07, 2024
Hourly Temporary Help, Student Overtime and Shift Differential Hours	July 03, 2024
Student time entry, including hours worked in June	July 03, 2024
Procurement– Joyal 161	
Refer questions to 278-2111	Deadline
FY 2022-2023 Requisitions - All Goods and Services \$100,000 and greater	April 30, 2024
FY 2022-2023 Requisitions - Public Work Projects (\$5,000-\$250,000)	April 30, 2024
FY 2022-2023 Requisitions - All Goods and Services less than \$100,000	May 17, 2024
Requisitions for new contracts or blanket POs in place on July 1, 2023	N/A
Alterations to blanket Purchase Orders	May 17, 2024
Purchase Orders - Deans and Department Heads review and close non-blanket purchase orders	May 17, 2024
FY 2024-2025 Requisitions (to be determined)	N/A