

REQUISITION ENTRY/APPROVAL DEADLINES

All department requisition approvals must be posted by the date shown.

July 21, 2023 by 5:00 p.m.	Requisitions Requiring Formal Written Solicitations <ul style="list-style-type: none"> Includes goods or services on any FOP for any amounts greater than \$50,000 and not available through an existing contract
July 28, 2023 by 5:00 p.m.	Requisitions Requiring Informal Solicitations <ul style="list-style-type: none"> Includes goods or services on any FOP for amounts from \$15,000.01 to \$50,000 and not available through an existing contract
August 4, 2023 by 5:00 p.m.	Requisitions for Items Available Through a Cooperative Contract, a State Contract, or from a Proprietary Source <ul style="list-style-type: none"> Includes goods or services on any FOP for any amount
August 18, 2023 by 5:00 p.m.	Requisitions Requiring No Solicitation or Contract - LAST DAY TO ENTER REQUISITIONS USING FY23 FUNDS <ul style="list-style-type: none"> Includes goods or services on any FOP for amounts equal to or less than \$15,000

P-CARD DEADLINES

August 31, 2023 by 5:00 p.m.	GRANT FUNDS Expiring 8/31/2023: P-Card transactions utilizing Grant funds should not be made after 8/31/2023
September 6, 2023 by 5:00 p.m.	P-Card <i>Reconciling</i> for August 4 - September 3 billing cycle <ul style="list-style-type: none"> Transaction reconciliations must be completed and P-Card Statement reports submitted
September 8, 2023 by 5:00 p.m.	P-Card <i>Approvals</i> for August 4 - September 3 billing cycle <ul style="list-style-type: none"> Approvals must be completed by Supervisor and Financial Managers.
	FY23 Transactions not Posted until FY24 <ul style="list-style-type: none"> The bank post date determines the FY funds for a transaction <ul style="list-style-type: none"> Complete the form below only if FY23 funds must be used for FY23 transactions that post in FY24 Attach receipts to completed P-Card Transactions Requiring FY23 Funds form and email to the Card Program coordinator no later than Friday, September 8th.

TRAVEL DEADLINES

August 31, 2023 by 5:00 p.m.	<ul style="list-style-type: none"> All FY23 travel expense reports must be submitted and approved
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	<ul style="list-style-type: none"> ▪ All FY23 T-Card transactions must be assigned to report, reconciled, and approved ▪ All FY23 cash advances must be reconciled
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INVOICE DEADLINES

September 5, 2023 by Noon	<p>Standing Orders: Send All Invoice for Standing Order to Accounts Payable</p> <hr/> <ul style="list-style-type: none"> ▪ If a standing order expires 8/31/23, no encumbrances will be carried forward into FY24 unless there are known charges outstanding ▪ Any invoices received after 9/5/23 for standing orders that expire 8/31/23 should be sent to Accounts Payable immediately upon receipt to be paid from fiscal year 2023 funds.
September 13, 2023 by 3:00 p.m.	<p>All Fiscal Year 2023 Invoices: Send ALL invoices payable in fiscal year 2023 to Accounts Payable. All invoices received after this date by Accounts Payable will be paid with fiscal year 2024 funds unless arrangements have been made to set the charge up as a year-end payable.</p> <hr/>