

FY18 Important Dates for Year End

- April 23
 - Starting April 23 FY2019 new year purchase orders with Procurement and Budget approvals
- May 15
 - Cut Off for purchase orders for FY2018. Select PO's for goods and services that can be received prior to June 30th will be processed only after contacting the Procurement Director for approval.
- May 25
 - Last day to use purchasing cards. Purchasing cards may not be used in June except by Resource Advisors, Athletics, and Auxiliaries.
- May 31
 - Last day to submit petty cash reimbursements to Treasurer's office for FY2018 – no FY2018 expenses will be reimbursed after this date.
- June
 - During the month of June Procurement and Accounts Payable will require a justification/approval email from the appropriate Vice President for any general fund spending not already on a PO. This is for general fund indexes beginning with 11xxxx. This is for all expenses including monthly bills if no PO and travel reimbursements. Approval email should be sent to AP@citadel.edu and Proc@citadel.edu.
 - Please receive on PO's as soon as items are received or service complete to expedite payment processing before the end of June.
 - Prepayments for items to be received or performed after June 30, 2018 will be expensed in FY2019 (i.e. no reduction of FY2018 budgets). This includes travel after June 30, 2018.
 - Please turn in travel reimbursements as quickly as possible.
- June 21
 - Last day to place Central Supply Orders
- June 25
 - Cut off for Direct Pay Invoices (if already approved at VP level, see above)
- June 27
 - Last day to enter interdepartmental transfers or uploads charging other campus departments. No interdepartmental transfers or uploads will be permitted on June 28-29.
- June 28
 - Last check write for FY2018.
- June 29
 - All receiving in Banner needs to be completed for items received or services completed.
 - All cash receipts for FY2018 must be in the Treasurer's Office by 11am on June 29.
 - System will shut down Friday, June 29 at noon.
- July 2
 - Purchasing Cards will be available for use for FY2019
- July 5
 - First FY2019 check write
- July 10
 - Last day to complete purchasing card reconciliation and make any necessary changes in Banner. Expenses will be charged to FY2018.
- July 12
 - All reimbursements for expenses or travel must be delivered to Accounts Payable on this date. After this date no FY2018 travel or reimbursements for expenses will be made.