

## FY17 Important Dates for Year End

- April 24 Starting April 24 - FY 18 purchase orders with Procurement & Budget approvals.
- May 15 Cut-off for purchase orders for FY 2017. Select PO's for goods or services that can be received prior to June 30th will be processed only after contacting the Procurement Director for approval.
- May 26 Last day to use P card. P cards may not be used in June.
- May 31 Last day to submit petty cash reimbursements to Treasurer's Office for FY 2017.
- June Procurement and Accounts Payable will require a justification/approval email from the appropriate Vice President for any general fund spending not already approved by PO during the month of June. General fund indexes begin with 11xxxx. Includes all expenses including monthly bills if no PO by May 31, travel reimbursement documents. Approval – email sent to [AP@citadel.edu](mailto:AP@citadel.edu) and [Proc@citadel.edu](mailto:Proc@citadel.edu)
- June Please receive on PO's as soon as the item is received or service completed to expedite payment processing before the end of June. Prepayments for items to be received or services to be performed after June 30, 2017 will be expensed in FY 2018 (i.e. no reduction of FY 2017 budgets).
- June Please turn in travel reimbursements as quickly as possible.
- June 21 Last day to place Central Supply orders.
- June 26 Cut off for Direct Pay invoices (if already approved at VP level, see above).
- June 28 Last day to enter interdepartmental transfers or uploads charging other campus departments. No interdepartmental transfers or uploads will be permitted on June 29-30th.
- June 29 Last check write for FY 2017. Please receive in Banner all items physically received by this date to ensure prompt payment.
- June 30 All items received by 12 PM on June 30th must be received in Banner.
- June 30 All cash receipts for FY 17 must be in Treasurer's Office by 11 AM on June 30th.
- June 30 System will shut down at noon June 30.
- July 5 1st FY 2018 check write.
- July 3 P Cards available for use for FY 2018.
- July 10 Last day to complete purchasing card reconciliation and make any necessary changes in Banner. Expenses will be charged to FY 2017.
- July 12 All reimbursements for travel completed by June 30th must be hand carried to Accounts Payable by this date. Travel completed by June 30th will not be reimbursed unless it is received by this cutoff date.