

FY19 Important Dates for Year End

- May 1
 - Starting May 1 FY20 new year purchase orders with Procurement and Budget approvals
- May 15
 - Cut Off for purchase orders for FY19. After this date, 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. You must coordinate with the Procurement Director for approval.
- May 27
 - 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 FY19 – no FY19 expenses will be reimbursed after this date using petty cash.
- 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 travel reimbursements and monthly bills if there is no established PO. 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, 2019 will be expensed in FY20 (i.e. no reduction of FY2019 budgets). This includes travel after June 30, 2019 including registration and airfare and FY20 dues and maintenance plans.
 - Please turn in travel reimbursements as quickly as possible.
- June 20
 - Last day to place Central Supply Orders
- June 24
 - Cut off for Direct Pay Invoices (if already approved at VP level, see above)
- June 26
 - Last day to enter interdepartmental transfers or uploads charging other campus departments. No interdepartmental transfers or uploads will be permitted on June 27-28.
- June 27
 - Last check write for FY19.
 - All receiving in Banner needs to be completed for items received or services completed.
- June 28
 - All cash receipts for FY19 must be in the Treasurer's Office by 11am on June 28.
 - System will shut down Friday, June 28 at noon.
- July 1
 - Purchasing Cards will be available for use for FY20
- July 2
 - First FY20 check write
- July 10
 - Last day to complete purchasing card reconciliation and make any necessary changes in Banner. Expenses will be charged to FY19.
- July 15
 - All reimbursements for expenses or travel must be delivered to Accounts Payable on this date. After this date no FY19 travel or reimbursements for expenses will be made.