FY2021 Important Dates for Year End

- May – June 15
  - Plan for final purchases of the Fiscal Year. Purchase Requisitions should be entered allowing enough time to receive the item or service. If a good is not received or service completed by 30 June it will be a FY22 expense.
  - Contact the Procurement Office if a New Year PO is required before June 15.
  - Receive on PO’s as soon as items are received or service complete to expedite payment processing before the end of June.
  - Forward invoices to AP@citadel.edu.
  - Please Note: Prepayments for items to be received or performed after June 30, 2021 will be expensed in FY22 (i.e. no reduction of FY21 budgets). This includes maintenance plans, dues, subscriptions, and expenses for travel after June 30, 2021.

- June 15
  - Cut Off date for Purchase Requisitions for FY21.
  - Last day to submit petty cash reimbursements to the Treasurer’s office for FY21.
  - Last day to place Central Supply Orders

- June 23
  - Cut off for Direct Pay Invoices

- June 24
  - Last day to enter interdepartmental transfers or uploads charging other campus departments.
  - Last check write for FY21.

- June 27
  - Last day to use purchasing cards. Any charges not processed by Bank of America by this date will be a FY22 expense.

- June 30
  - All cash receipts for FY21 must be in the Treasurer’s Office by 11am on June 30.
  - System will shut down Wednesday, June 30 at noon.

- July 1
  - First FY22 check write

- July 8
  - Last day to complete purchasing card reconciliation and make any necessary changes in Banner. Expenses will be charged to FY21.

- July 13
  - All reimbursements for expenses or travel must be delivered to Accounts Payable on this date. After this date no FY21 travel or reimbursements for expenses will be made.