

TO: Faculty and Staff

FROM: Purchasing and Accounting Departments

SUBJECT: Fiscal Year 2022 -23 Closing Schedule

DATE: April 4, 2023

The state fiscal year runs July 1- June 30. To properly report the University's financial position on June 30, all finance and accounting transactions must be recorded in the appropriate fiscal year.

The process of closing the accounting books for the fiscal year closing June 30, 2023, has

- x Last day to turn in invoices needing to be paid using FY23 funds to Accounts Payable. Invoices received later will be processed after July 6 and will be evaluated to determine if they are charged to FY23 or FY24 budgets.
- x Any checks or payments must be deposited with the cashiers' office by noon.
- x Last day to use standing orders. All accompanying receipts and invoices are due by close of business June 20.
- x Expense reports must be submitted and approved. Any submissions/approvals received after June 16 are subject to be paid out of FY23 budgets.
- x All American Express Corporate Credit Card transactions through June 16, 2023 will be charged against FY23 budgets. Any transactions after June 16 will be charged to FY24 budgets.
- x Reimbursements for travel occurring prior to June 16 due to Accounts Payable. Any travel received later will be processed after July 8 and paid out of new FY24 budgets.

June 19, 2023

- x All goods and services must be delivered and invoiced on all purchase orders. Any PO still open will be closed by June 19, this includes grants and contracts and standing PO's. Any late invoices are subject to be paid out of FY24 budgets.

June 27, 2023

- x All receiving should be made at the Jordan Building. If partial shipments are received, only items invoiced prior to June 27 will be charged to FY23 budgets. Items received after June 27 will be charged to FY24 budgets.

June 29, 2023

- x Final check run for FY2324. (l)Tajc, (t)Tj 0.0021 (Tc) -6.00 (2)Aw 1.25 3 (10 (19)Tj -0.006 Tw (f) 6.3 (202)Tj 0.0017 ly.3 ()Tj 0.001 Tc -0.0012Tw 1.25 0(11 (19)Tj -0.006 Tw [(,)6.3 (202)Tj

