

**BUSINESS AFFAIRS MEMORANDUM 2022-01**

TO: All Departments  
FROM: Sharon Bell, Assoc Vice Chancellor Finance & Administration  
DATE: March 23, 2022  
REFERENCE: Closing Dates for FY 22 (2021-22)



*Departments must adhere to the following mandatory year-end deadlines in order to ensure that purchases and other expenses are paid from current year's funds.*

**PURCHASING**

- 4/27: YoMart Purchase requests >\$5000 (for orders that require bidding)
- 5/13: Remaining YoMart Purchase Requests (items to be paid in FY22 and do not require bidding)
- 5/27: Must Pay FY22 State Fund PO's by Month-end
- 6/14: Last Day to purchase from Amazon. Current year billing cycle ends on 6/15. Purchasing will reopen on July 1

**PURCHASING CARD**

- 6/15: Charges must post to WORKS by cycle close date
- 6/20: On-Line reconciliations must be completed
- 6/22: On-Line approvals must be completed by 5PM

**PETTY CASH**

- 6/15: Charges made via the Petty Cash System after this date will be reflected in July.

**DISBURSEMENTS**

- 6/11: Payment requests received after June 8<sup>th</sup> will be processed in FY23
- 6/21: Last day to submit Wire Transfers or Cash Management Transfers for Goods & Services received before June 8<sup>th</sup>
- 6/21: The last day the University will write Accounts Payable Checks for items received prior to June 8<sup>th</sup>

**TRAVEL\***

- 5/31: No Travel Advance Expense Reports (on any fund) will be approved for travel ending after May 31<sup>st</sup>
- 6/3: All Travel Advance Expense Reports must be cleared and approved by General Accounting by June 3<sup>rd</sup>
- 6/3: All Travel Expense Reports received by General Accounting after June 3<sup>rd</sup> will be processed in FY23

**REVISIONS & TRANSFERS**

- 6/3: Requests for Budget Revisions **due to Budget Office (General Fund)**
- 6/11: Salary Redistributions Request **due to Payroll Office**
- 6/15: Journal Entries and Expenditure Transfers **due to Controller's Office**
- 6/18: Last day for Online Budget Pool Transfers

**OTHER**

- 6/3: The last day for General Accounting to receive a payment request for the current year for any purpose. For the payments to be processed before this date, the following is required:
  1. A correct invoice
  2. The ordered items must have been received in both the department and in YoMart
  3. Banner must show sufficient budget balance available in appropriate budget pool or line-item
- 6/3: All transactions (except Payroll) for the following funds must be processed by this date:
  1. Summer Sessions & Professional Development Funds (104000 to 104499)
  2. Extension Instruction Funds (1045XX to 1058XX)
- 6/10: Last day for Central Warehouse purchases to be made and charged to FY22
- 6/15: On Campus Service Areas: Work performed by Physical Plant, Computer Center, and Postage charges, etc., must be completed by the 15<sup>th</sup> in order to be charged in FY22
- 6/30: Temporary employees will be paid for work performed through June 15<sup>th</sup>

\*This Includes all fund sources (e.g., State, Trust, etc.)

If necessary, these dates may be revised due to statewide revenue shortfalls or other restrictions.

Please advise all personnel in your area(s) of these important dates. Thank you in advance for your cooperation.