***Date:*** February 15, 2021

***To:*** Campus Personnel

***From:*** Trisha Barber

***Subject:* Fiscal Year 2021 Year-End Cutoff Dates**

Listed below are the cutoff dates for processing transactions in Financial Services. Please review this schedule and adjust your submission of transactions accordingly. Financial Services cannot guarantee that any documents received after the cutoff dates will be processed into the current fiscal year.

|  |  |
| --- | --- |
| ***Transaction Type*** | ***Cutoff Dates and Description*** |
| Interface Files (Computer purchases, postage, TMA, etc.) | June 11, 2021 This will include all activity through May, June activity will be posted in FY22.NOTE: All TMA charges need to be to FP&M by May 31, 2021 to be posted in FY21 (includes warehouse and advance billings) |
| Peachtree Charge-backs | June 9, 2021 Activity invoiced through June 9, 2021 will be posted on June 11, 2021. Invoices posted in Peachtree after June 9, 2021 will not be posted in FY21. |
| Travel Expense Reports | June 16, 2021 NOTE: All expense reports will need to be approved by the supervisor by 4:30pm on June 29th to be paid in FY21 |
| Vendor Invoices and Payments to Individual Report | June 18, 2021 NOTE: This relates to invoices that do not require a Purchase Order or ones where Purchase Orders are already established. |
| Expense Corrections, Revenue and Budget Transfers | June 23, 2021 Please send these requests electronically to finsrv@uww.edu  |
| Departmental Deposits  | June 29, 2021 |
| Procard Transactions | Charges posted through June 25, 2021 will be applied to FY21; Keep in mind vendors and the bank must post charges by this date in order for charges to be posted in FY21 vendors may take up to 2-3 days to post. |
| Requisitions requiring external Purchase Orders:**No new PO’s will be issued in June for FY21** | **Non-Contract Purchases:**ASAP $50,000 and over req bid process – contact PurchasingApril 23, 2021 $5,001-$49,999 req. bid process**Contract Purchases:**May 21, 2021 Any $ - No bid process \*All goods must be received by June 30 to be charged to FY20 |
| Requisitions requiring Printing Purchase Orders**No new PO’s will be issued in June for FY21** | **Non-contract Printing:**ASAP $50,000 and over req bid process – contact PrintingApril 23, 2021 $0-$49,999 req. bid process**Contract Printing:**May 21, 2021 Any $  |
| Requisitions **to iCIT** for Computer, AV Equipment, and Software  | March 26, 2021 All orders |
| Payroll  | **Estimated dates for posting final payrolls:**Unclassified June 18, 2021, for June payable June 30Bi-Weekly June 25, 2021, for June 6-19 payable July 1**All Change of Status Requests due to HR by May 25, 2021** |