***Date:*** March 12, 2024

***To:*** Campus Personnel

***From:*** Bridget Skeels

***Subject:* Fiscal Year 2024 Year-End Cutoff Dates**

Listed below are the preliminary cutoff dates for processing transactions in Financial Services. This listing is preliminary as we wait for UW System Administration to publish its dates related to various financial and procurement transactions.

Please review this schedule and adjust your submission of transactions accordingly. Financial Services, Purchasing, ICIT, Human Resources and Diversity, and Printing Services cannot guarantee that any documents received after the cutoff dates will be processed into the current fiscal year.

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| ***Transaction Type*** | ***Cutoff Dates and Description*** |
| Requisitions to IT Services for Computer, AV Equipment, and Software | March 29, 2024 All orders |
| Requisitions requiring external Purchase Orders: **No new PO’s will be issued in June for FY24** | **Non-Contract Purchases:**  ASAP $50,000 and over req bid process – contact Procurement  April 22, 2024 $5,001-$49,999 req. bid process  **Contract Purchases:**  May 20, 2024 Any $ - No bid process  \*All goods must be received by June 27th to be charged to FY24 |
| Requisitions requiring Printing Purchase Orders  **No new PO’s will be issued in June for FY24** | **Non-contract Printing:**  ASAP $50,000 and over req bid process – contact Print Service  April 22, 2024 $5,001-$49,999 req. bid process  **Contract Printing:**  May 20, 2024 Any $ - contact Print Service |
| Travel Expense Reports | May 24, 2024 All expense reports will need to be approved by the supervisor by 4:30pm on June 27th to be paid in FY24 |
| Peachtree Chargebacks/Invoices | June 7, 2024 Activity invoiced through June 7, 2024 will be posted on June 12, 2024. Invoices entered in Peachtree after June 7, 2024 will be posted in FY25. |
| Interface Files (Computer purchases, postage, TMA, etc.) | June 10, 2024 This will include all activity through May. June activity will be posted in FY25.  NOTE: All TMA charges need to be to FP&M by May 30, 2024 to be posted in FY24 (includes warehouse and advance billings) |
| Vendor Invoices (Direct Payments and PO-related), Payments to Individuals, and Refund of Receipts | June 21, 2024 All items must be fully approved and to Accounts Payable by this date.    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 21, 2024 Please send these requests electronically with all required documentation and approvals to [finsrv@uww.edu](mailto:finsrv@uww.edu) |

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| ***Transaction Type*** | ***Cutoff Dates and Description*** |
| Procard Transactions | Charges posted through June 21, 2024 will be applied to FY24. The items must be reconciled and approved by 12:00pm, June 27, 2024.  NOTE: Keep in mind vendors and the bank must post charges by this date in order for charges to be posted in FY24 and vendors may take up to 2-3 days to post. On July 3, 2024, normal activity of procard transactions will resume. |
| Departmental Deposits | June 26, 2024 at 3:30 p.m. |
| Cost Transfer tool transfers | June 28, 2024 Please complete these requests electronically with all required approvals. |
| Payroll | **Estimated dates for posting final payroll:**  Bi-Weekly July 3, 2024, for June 16-29 payable July 11th  **All Change of Status Requests due to HR by May 24, 2024 to ensure funding strings are accurate.** |