

Fiscal Year 2021 Deadlines

- April 16 Facilities Services New or Approved & Funded Work Orders
- May 7 Bulk Mail Work Orders
- May 12 Retroactive Labor Distribution Changes**
- May 14 FY 2021 Supplier Requests
- May 17 May Labor Distribution Changes**
- May 21 FY 2021 Requisitions
- May 27 Deposits with Credit Card Transactions to Student Financial Accounts 3:00 pm
- May 28 Deposits of Cash & Checks to Student Financial Accounts 2:00 pm
- June 3 Intercompany Transactions
- June 4 Cost Transfer Requests 5:00 pm
- June 16 All Remaining FY2021 AR Miscellaneous Receipts 5:00 pm
AP Invoiced & Expense Reports 5:00 pm
- June 21 Final Fiscal Year End Confirmation 5:00 pm