SLCC Year-End Cut-Off Dates for FY21 (ending June 30, 2021)		
Deadline	**Description**	**Type**
May 1	Last day to submit non-catalog item requisitions over $3500 for items that need to be bid and funds need to be encumbered by the end of the year.	**SLCCBuy**
June 1	New Fiscal Year is open for submitting New Year Requisitions and Standing Orders in SLCCBuy (must be noted as being NY purchases).	**SLCCBuy**
June 9	Last day for <u>permanent</u> (base) Budget Transfers to be submitted to Budget Office; Mail Stop: BGT or room AAB 301 E-D or email hoa.nguyen@slcc.edu	**Budget**
June 18	Recommended cut-off date for P-card (Visa) transactions. Due to possible delays in vendors charging credit cards, transactions made after June 18 may not be posted by June 30. Transactions that are processed before June 30 will be posted in FY 21. Transactions that are processed after June 30 will be processed in FY 22, regardless of when the cardholder placed the order.	**Chrome River**
June 18	All FY21 Old Year PAF's & One-Time Payment forms are due to HR; Mail Stop: HR or room AAB 201.	**HR**
June 29	Last day of FY21 to deposit any and all Old Year receipts (cash and checks on hand) at Cashiering.	**Cash/Checks**
June 30	Final time entry for FY21 payroll. All leave time (vacation, sick, comp-time, etc.) must be entered.	**Payroll**
July 1	Final time approval for FY21. (pay period ended June 30, 2021)	**Payroll**
July 1-13	FY22 (New Year) payroll time entry is closed from July 1 through July 12, 2021.	**Payroll**
July 1-5	Departments must notify Cashiering of any Old Year receipts received prior to July 1, but were not deposited by the end of June 30 that need to be accounted for in Old Year. NOTE: Any cash/ checks received after June 30 must be deposited in FY22, New Year.	**Cash/Checks**
July 7	New Year PAF's are due to HR; Mail Stop: HR or room AAB 201 for SM14.	**HR**
July 14	Payroll time entry re-opens for the pay period ending July 15, 2021.	**Payroll**
July 15	Last day to enter/submit Old Year Expense Reports for Old Year P-Card and Travel.	**Chrome River**
July 15	Last day to submit old year invoices that will be paid against a Purchase Order. Invoice should be e-mailed to Accounts Payable referencing the Purchasing Order number. NOTE: Depts. are expected to be proactive obtaining all vendor invoices for any merchandise or services received before July 1.	**SLCCBuy**
July 15	Last day to enter Old Year Inter-Department Billings (IDB).	**IDB**
July 15	Lists of any unpaid SLCC issued invoices as of June 30 (accounts receivable) are due to Natalie Grange in the Controller's Office; Mail Stop: COF or suite AAB 311.	**College Receivables**
July 15	New Year Inter-Department Billings (IDB) usage begins.	**IDB**
July 15	Last day to submit Old Year Mileage Reimbursements and Payment Requests. NOTE: Depts. are expected to be proactive obtaining all vendor invoices for any merchandise or services received before July 1 and submit them as Payment Requests.	**SLCCBuy**
July 23	Last day for temporary (one-time) Budget Transfers to be submitted to Budget Office; Mail Stop: BGT or room AAB 301 E-D or email hoa.nguyen@slcc.edu	**Budget**