

## YEAR-END CUT-OFF DATES FOR FY 19 (Year ending June 30, 2019)

- April 1** Last day to submit all current year purchase requisitions over \$50,000.
- May 6** Last day for permanent (base) budget transfers to be submitted to Budget Office; **Mail Stop: BGT or room AAB 301 E-D.**
- May 6** Last day to enter/submit current year purchase requisitions over \$3,500.
- June 3** New Year is open for submitting New Year Requisitions and Standing Orders in SLCCBuy (must be noted as being NY purchases).
- June 10** Last day to submit in SLCCBuy Old Year purchase requisitions under \$3,500 (this will allow time for the goods or services to be received by June 30).
- June 14** Recommended last day for temporary (one-time) budget transfers to be submitted to the Budget Office.
- June 17** **First Call** for FY19 (Old Year) Outstanding Mileage, Expense Reimbursements and check requests to be submitted as “payment requests” in SLCCBuy. Travel Settlements and used Limited Cash Drafts are to be submitted to Accounts Payable; **Mail Stop: AP or room AAB 301.**
- June 19** Recommended FY 19 (Old Year) cut-off date for all P-card and T-Card (Visa) charges, as there is a risk that charges made after **June 19** could be posted as New Year expenses. See Note below:
- PLEASE NOTE:** As the fiscal year end (June 30) approaches you may continue to use your College cards without interruption; however, charges posted to the June card bank statements will be **old year** purchases and expenses; charges posted to the July card bank statements will be **new year** expenses. **Please coordinate the date of your purchase accordingly so you control the placement of the expenditure in the fiscal year intended.**
- Because of the variability in merchant transaction processing, there is no guarantee that late-cycle card purchases made after June 20 will indeed post to the June card bank statement; as some merchants process charges same day and other merchants lag in transaction processing. The US Bank card program cannot control or change this variable. So please use your best judgment when making old year late-cycle card purchases. The closer to June 25 (bank cycle end date) a purchase is charged, the greater the risk it may not post to the June statement. If it is imperative a card purchase be an old year expenditure, please consider charging your purchase no later than this date.
- June 19** **All FY19 Old Year PAF's & One-Time Payment forms are due to HR; Mail Stop: HR or room AAB 201.**
- June 24** **Second Call** for Old Year Outstanding Mileage, Expense Reimbursements and check requests to be submitted as “payment requests” in SLCCBuy. Travel Settlements and used Limited Cash Drafts are to be submitted to Accounts Payable; **Mail Stop: AP or room AAB 301.**
- June 26** First call to deposit any cash or checks received by departments at Cashiering.
- June 28** Last day to make purchases on Old Year Standing Orders.
- June 28** Last day of FY19 to deposit any and all Old Year receipts (cash and checks on hand) at Cashiering.
- June 30** Final time entry for FY19 payroll. **All leave time (vacation, sick, comp-time, etc.) must be entered.**
- July 1** Final time approval for FY19. (pay period ended June 30, 2019)
- July 1-12** FY20 (New Year) payroll time entry is closed from July 1 through July 12, 2019.
- July 1** First day to make purchases using New Year Standing Orders.
- 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 FY19, New Year.**
- July 8** New Year PAF's are due to HR; **Mail Stop: HR or room AAB 201** for SM14.
- July 13** Payroll time entry re-opens for the pay period ending July 15, 2019.
- July 12** **Final Call** for all Old Year Mileage, Expense Reimbursements and Travel Settlements to be submitted.
- July 12** Last day to enter Old Year IDBs.
- July 15** Lists of any unpaid SLCC issued invoices as of June 30 (accounts receivable) are due to Debra Glenn in the Controller's Office; **Mail Stop: BOF or room AAB 311.**
- July 15** New Year IDB usage begins.
- July 31** Last day to submit Old Year check requests in SLCCBuy. **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.**

Your efforts in complying with these important fiscal year cutoff are very much appreciated. Any purchasing questions can be directed to Brandon Thomas at x4255, and accounting/budget questions can be directed to the Controller's Office at x 4204. Thank you.