SLCC Year-End Cut-Off Dates for FY20 (ending June 30, 2020)		
Deadline	**Description**	**Type**
June 1	Last day to enter/submit current year Purchase Requisitions over $3,500.	**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 10	Last day for permanent (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 19	Recommended FY 20 (Old Year) cut-off date for all P-card (Visa) charges, as there is a risk that charges made after June 19 could be posted as New Year expenses. See Note below:	**P-Card**
	PLEASE NOTE: P-card purchases made after June 19 will post to the July P-card bank statement.	**P-Card**
June 19	All FY20 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 FY20 to deposit any and all Old Year receipts (cash and checks on hand) at Cashiering.	**Cash/Checks**
June 30	Final time entry for FY20 payroll. All leave time (vacation, sick, comp-time, etc.) must be entered.	**Payroll**
July 1	Final time approval for FY20. (pay period ended June 30, 2020)	**Payroll**
July 1-13	FY21 (New Year) payroll time entry is closed from July 1 through July 13, 2020.	**Payroll**
July 1	First day to make purchases using New Year Standing Orders.	**SLCCBuy**
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 FY20, New Year.	**Cash/Checks**
July 8	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, 2020.	**Payroll**
July 15	Last day to enter/submit Old Year Mileage Requests and Expense Reimbursements..	**SLCCBuy**
July 15	Last day to enter/submit Old Travel Settlements	**Travel**
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: BOF or suite AAB 311.	**College Receivables**
July 15	New Year Inter-Department Billings (IDB) usage begins.	**IDB**
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.	**SLCCBuy**