

SLCC Year-End Cut-Off Dates for FY23 (ending June 30, 2023)

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 Year Requisitions and Standing Orders can be submitted in SLCCBuy (must check the New Year PO box).	SLCCBuy
June 6	Last day for permanent (base) Budget Transfers to be submitted to Budget Office; Mail Stop: BGT or room AAB 301 E-D or email luisa.iongi@slcc.edu.	Budget
June 16	Recommended cut-off date for P-card (Visa) transactions. Due to possible delays in vendors charging credit cards, transactions made after June 16 may not be posted by June 30. Transactions that are processed before June 30 will be posted in FY 22. Transactions that are processed after June 30 will be processed in FY 23, regardless of when the cardholder placed the order.	P-Card
June 13	All FY23 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 FY23 to deposit any and all Old Year receipts (cash and checks on hand) at Cashiering.	Cash/Checks
June 30	Final time entry for FY23 payroll. All leave time (vacation, sick, comp-time, etc.) must be entered.	Payroll
July 3	Final time approval for FY23. (pay period ended June 30, 2023)	Payroll
July 1-12	FY23 (New Year) payroll time entry is closed from July 1 through July 13, 2023.	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 FY23, New Year.	Cash/Checks
July 6	New Year PAF's are due to HR; Mail Stop: HR or room AAB 201 for SM14.	HR
July 13	Payroll time entry re-opens for the pay period ending July 15, 2023.	Payroll
July 13	Last day to enter/submit Old Year Expense Reports for Old Year P-Card and Travel.	Chrome River
July 13	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 13	Last day to enter Old Year Inter-Department Billings (IDB).	IDB
July 13	Lists of any unpaid SLCC issued invoices as of June 30 (accounts receivable) are due to Sean Clayton in the Controller's Office; Mail Stop: COF or suite AAB 311.	College Receivables
July 13	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 17	New Year Inter-Department Billings (IDB) usage begins.	IDB
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 luisa.iongi@slcc.edu.	Budget