**SLCC Year-End Cut-Off Dates for FY24 (ending June 30, 2024)**
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**
May 31	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 luisa.iongi@slcc.edu.	**Budget**
June 1	New Year Requisitions and Standing Orders can be submitted in SLCCBuy (must check the New Year PO box).	**SLCCBuy**
June 14	Recommended cut-off date for P-card (Visa) transactions. Due to possible delays in vendors charging credit cards, transactions made after June 14 may not be posted by June 30. Transactions that are processed before June 30 will be posted in FY 24. Transactions that are processed after June 30 will be processed in FY 25, regardless of when the cardholder placed the order.	**P-Card**
June 21	All FY24 Old Year PAF's & One-Time Payment forms should be submitted in Etrieve for processing on the final payroll of the year.	**Payroll**
June 27	Last day of FY24 to deposit any and all Old Year receipts (cash and checks on hand) at Cashiering.	**Cash/Checks**
June 30	All hours worked for part-time employees, and all leave time (vacation, sick, comp-time, etc.) for full-time employees must be entered by June 30th.	**Payroll**
July 1	Final time approval for FY24. (pay period ended June 30, 2024)	**Payroll**
July 1-14	FY25 (New Year) payroll time entry is closed from July 1 through July 14, 2024.	**Payroll**
July 1-3	Departments must notify Cashiering of any Old Year receipts received prior to July 1, but were not deposited by the end of June 27 that need to be accounted for in Old Year. NOTE: Any cash/ checks received after June 27 must be deposited in FY24, 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 12	Last day to enter/submit Old Year Expense Reports for Old Year P-Card and Travel.	**Chrome River**
July 12	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 12	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 12	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 15	Payroll time entry re-opens for the pay period ending July 15, 2024.	**Payroll**
July 17	New Year Inter-Department Billings (IDB) usage begins.	**IDB**
July 19	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**