

Please reference the *2020-2021 Year-End Closing Deadlines Memo* for complete information.  
Documents must be received in the appropriate office by the deadline noted below.

<b>Accounting – Joyal 181</b>	
Refer questions to 278-2876	<b>Deadline</b>
Release Time Contracts due to Foundation	May 21, 2021
IRA Direct Pays & Travel	May 24, 2021
Accounts Receivable - Requests for Billing	May 28, 2021
Capital Outlay Reverting Transfers	May 28, 2021
Chargebacks - Printing & Mail Services, University Warehouse, ITS, TLT, etc.	May 28, 2021
Release Time Contracts due to Accounts Receivable	May 28, 2021
Travel - Paper Travel Expense Claims through May 2021	May 28, 2021
Accounts Payable - Direct payment forms	June 04, 2021
Expenditure/Revenue Transfers through May 2021	June 04, 2021
TOPS – April & May 2021	June 04, 2021
Travel - Concur Electronic Expense Reports	June 04, 2021
Travel - Paper Travel Expense Claims for June 1-4, 2021	June 08, 2021
Accounts Payable - Invoices	June 11, 2021
Petty Cash	June 11, 2021
Daily Cash Receipts/Cashiering Deposits (For June 30 cutoff time is 1:30 PM)	June 14 - 30, 2021
Inventories – Physical Count	June 30, 2021
Inventories – Documentation	July 01, 2021
Expenditure/Revenue Transfers for June 2021	July 02, 2021
TOPS – June 2021	July 02, 2021
<b>Budget – Library 4140</b>	
Refer questions to 278-3902	<b>Deadline</b>
Budget Balance Available Moved Forward	June 30, 2021
Adjusting Budget Journals (ABJ'S)	July 02, 2021
<b>Payroll – Joyal 211</b>	
Refer questions to 278-2032	<b>Deadline</b>
Work-study hours for May 1-14, 2021	June 04, 2021
Late Hourly Temporary Help, Student, Overtime, and Shift Differential Hours Prior to June 2021	June 10, 2021
Student time entry, including hours worked in June	July 02, 2021
Hourly Temporary Help, Student Overtime and Shift Differential Hours	July 06, 2021
<b>Procurement– Joyal 161</b>	
Refer questions to 278-2111	<b>Deadline</b>
FY 2020-21 Requisitions - All Goods and Services \$100,000 and greater	April 02, 2021
FY 2020-21 Requisitions - Public Work Projects (\$5,000-\$250,000)	April 02, 2021
FY 2020-21 Requisitions - All Goods and Services less than \$100,000	April 23, 2021
Requisitions for new contracts or blanket POs in place on July 1, 2021	April 30, 2021
Blanket Purchase Orders	May 14, 2021
Purchase Orders - Deans and Department Heads review and close non-blanket purchase orders	May 14, 2021
FY 2021-22 Requisitions may be submitted starting April 6, 2021	N/A