

Cut-Off Deadlines - by Date Order FY2024

(If item includes Sponsored projects: back up cutoff date by four business days to route through SPA Post Award)

Section	Contact Info	Page #	Description	Cut-Off Date
Purchasing	VPIT	3	IT-CESS Project over \$500,000	March 15, 2024
Other Services	Facilities Management	4	All currently established and funded Facilities Management Division (FMD) work orders will be reviewed March 15, 2024. FMD will contact the department(s) if the work cannot be completed and billed by June 30, 2024.	March 15, 2024
Budget	Budget	6	Budget journals should be processed no later than March 31, 2024 to reflect the total projected budget for current fiscal year.	March 31, 2024
Departmental Sales and Services	Budget	7	Budget journals for the current fiscal year are due to Commitment Control.	March 31, 2024
A/R	Accounts Receivable	2	Requests to reserve or write off uncollectible accounts should be submitted to Accounts Receivable.	March 31, 2024
Purchasing	Procurement	3	Purchase Requests Due for Vehicles.	April 1, 2024
Purchasing	Procurement	3	Purchases greater than \$250,000 and Request for Proposal or sole source justification required.	April 1, 2024
Purchasing	VPIT	3	IT-CESS Project \$0-\$500,000 not on contract	April 12, 2024
Purchasing	VPIT	3	IT-CESS Project \$0-\$500,000 on contract	April 26, 2024
Purchasing	Procurement	3	Purchases greater than \$25,000 and Request for Quote or sole source justification required.	April 29, 2024
Payroll	Payroll	6	Deadline for overpayment requests are due by noon.	June 5, 2024
Purchasing	Procurement	3	Purchases \$24,999.99 or less with formal bidding or sole source justification NOT required.	June 10, 2024
Purchasing	Procurement	3	Any commodity/service on contract regardless of dollar value.	June 10, 2024
Other Services	Facilities Management	5	Deadline for purchasing fuel at the FMD Auto Center is 5:00 pm, June 10, 2024 to be charged to the FY24 budget.	June 10, 2024
Payroll	Payroll	6	Deadline for reimbursement if paying by check	June 12, 2024
Other Services	Facilities Management	5	Deadline for FMD Auto Center vehicle rental RETURN is June 14, 2024. Rentals not returned by that date will be charged to the FY25 budget.	June 14, 2024
Other Services	Facilities Management	5	Deadline for preventative or repair maintenance at the Auto Center is June 14th to be charged to the FY24 budget.	June 14, 2024
Other Services	Facilities Management	5	Deadline for Facilities Management Warehouse to be charged against FY24 is 3:30 pm, June 14, 2024.	June 14, 2024
Other Services	Facilities Management	5	Last day for charges, changes, or corrections to be posted by Facilities Management to be loaded into the Financial Management System by June 30, 2024	June 14, 2024
Petty Cash	Bursar/Treasury	1	Petty cash applications for funds to be disbursed to custodians by the end of the fiscal year must be submitted to Bursar and Treasury Services by the end of the working day.	June 14, 2024
Carry Forward Requests	Accounting	7	Student Technology Fees & carry forward requests should be submitted to the Accounting Department	June 21, 2024
Payroll	Payroll	6	Deadline for entering compensatory payouts or leave requests in OneUSG Connect.	June 21, 2024
Departmental Sales and Service	Accounting	7	All requests to set up accounts receivable, deferred revenue, or scientific equipment reserves on departmental sales and services accounts are due in the Accounting Department.	June 21, 2024
Budget	Commitment Control	7	Deadline for FY24 budget transactions	June 26, 2024
Pcard	Accounting	4	P-Card transactions transmitted by the vendor to the bank by June 27, 2024 will be posted in FY2024.	June 27, 2024
Accounts Payable	Accounts Payable	2	Payment requests with supporting documents (including Petty Cash reimbursement requests) and Accounts Payable Journal Vouchers to be charged against the FY2024 budget must be in Accounts Payable by the close of business.	June 27, 2024
Travel	Accounts Payable T&E	2	Travel authorities with airfare to be direct charged to the University on the FY2024 budget must be in Travel and Encumbrances by the close of business.	June 27, 2024
Travel	Accounts Payable T&E	2	Travel Agency deadline to submit invoice to Travel & Enc.	June 27, 2024
Travel	Accounts Payable T&E	2	Approved Travel and Non-Travel Expense Reports to be charged to the FY2024 budget must be submitted to Accounts Payable by the close of business.	June 27, 2024
Travel	Accounts Payable T&E	2	Expense report adjustments involving FY2024 transactions are due by the close of business.	June 27, 2024
Cash/Check Receipts	Bursar/Treasury	1	All funds received that are to be credited to FY2024 must be received by the Bursar's Office by 3PM.	June 27, 2024

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Credit Card Receipts	<i>Bursar/Treasury</i>	1	Any credit card sales that occur through June 26, will be included in FY2024. Credit card web departmental deposits through June 26 sales must be submitted to the Bursar's Office no later than noon, June 27.	June 27, 2024
A/R	<i>Accounts Receivable</i>	2	Deadline for new customer requests in Accounts Receivable Module	June 27, 2024
Other Services	<i>Bulldog Print + Design</i>	4	Bulldog Print + Design deadline to accept requests for printing & design services is June 28, 2024 and will be charged to the 2023-2024 year, if the job can be completed by June 28, 2024.	June 28, 2024
Other Services	<i>Mail & Receiving Services</i>	4	Postage fees will be charged to the FY24 budget for all mail received by the end of the working day on June 28, 2024.	June 28, 2024
A/R	<i>Accounts Receivable</i>	2	Invoicing and account receivable entries should be finalized in the billing accounts receivable modules by noon.	June 28, 2024
Payroll	<i>Payroll</i>	6	Deadline to enter June payable time for accrued payroll	July 8, 2024
GL Journals (Initiated/created June 30 or earlier)	<i>Accounting</i>	5	June GL journals should be routed through approval workflow to the Accounting Department by noon.	July 10, 2024
Year-end GL Journals (Initiated/created July 1 - July 10)	<i>Accounting</i>	5	After the June 30th date, any transactions that need to be recorded in FY24 should be routed through approval workflow to the Accounting Department by noon. Journals should be dated "June 30, 2024".	July 10, 2024