Accounting and Procurement Deadlines for End of Fiscal Year 2019-2020

Date	Description	Department
4/01/2020 - 4/30/2020	Commence PO cleanup: Procurement to issue list of open POs to owners. PO owners to request POs to be cancelled for current FY 2019-20.	Procurement
5/15/2020 Friday	New Requisitions to be encumbered against **current** FY2019-20 funds must be entered in Workday by May 15. All supporting documentation **must be** attached to the Requisition. **Requisitions without supporting documentation will be denied and may not be resubmitted**.	Procurement
6/12/2020 Friday	Last day to enter a travel Spend Authorization for travel **prior to 6/30/20. Spend Authorizations will not be allowed after this date.**	Accounts Payable
6/19/2020 Friday	Last day for travel Spend Authorizations to be approved from **current** FY2019-20 funds.	Accounts Payable
6/30/2020 Tuesday	Last day to "Create Receipt" in Workday for E-Card and Purchase Order transactions for goods received or services rendered by June 30 for **current** FY2019-20 funds. (Goods not received or services not provided are to be expensed from the new FY2020-21.)	Accounts Payable
6/30/2020 Tuesday	Roll POs forward initiated. Target completion date: 7/1/20	Procurement
6/30/2020 Tuesday	Last day to process Budget Amendments for FY2019-20.	Budget Office
07/01/2020 Wednesday	First day to enter Requisitions for new FY2020-21. Requisitions for FY2020-21 cannot be entered before this date. This includes saving requisitions as a draft.	Procurement
07/07/2020 Tuesday	Last day for Ecard and Purchase Order receipts to be approved from **current** FY2019-20 funds.	Accounts Payable
7/15/2020 Wednesday	Last day to enter in Workday all travel Expense Reports for FY2019-20.	Accounts Payable
7/15/2020 Wednesday	All FY2019-20 Spend Authorizations cancelled.	Accounts Payable
07/22/20 Wednesday	Last day for travel Expense Reports to be approved from **current** FY2019-20 funds.	Accounts Payable
7/31/2020 Friday	Last day for Accounts Payable to process all payments for **current** FY2019-20 funds.	Accounts Payable