

## 2022 Fiscal Year-End Revised Calendar

	Item	Description	Deadline
1	<b>Swiping of funds</b>	Funds will be removed from all GL strings.	Monday, May 2 <sup>nd</sup>
2	<b>FY 21-22 Purchase Requisitions</b>	Regardless of dollar amount and funding source, Purchase Requisitions (PRs) must have been submitted for all planned goods and services needed for the rest of the fiscal year.	
<p><b>Exceptions:</b> Access to enter PRs will be opened in Colleague, however the system will not let you process a PR if there aren't funds allocated in the GL string. Therefore, you will be required to submit a Budget Change Form (BCF) to justify the need for purchase. If approved, funds will be allocated and you can proceed with entering the PR and follow standard process.</p>			
3	<b>P-card and travel card purchases</b>	All credit card access will be restricted; only Vice Presidents and others will be allowed.	Monday, May 2 <sup>nd</sup>
4	<b>FY 21-22 CARES Act invoices</b>	Submit invoices for goods and services for outstanding Purchase Orders (POs) to Accounts Payable.	Friday, May 27 <sup>th</sup>
5	<b>FY 21-22 outstanding POs</b>	All outstanding POs must have been reviewed for status and processed for payment.	Friday, June 10 <sup>th</sup>
6	<b>Travel reimbursements prior to May 31<sup>st</sup></b>	Submit reimbursements for trips taken prior to May 31 <sup>st</sup> to Accounts Payable.	Friday, June 24 <sup>th</sup>
7	<b>Travel reimbursements from June 1<sup>st</sup> through August 31<sup>st</sup></b>	Submit reimbursements for trips taken from June 1 <sup>st</sup> through August 31 <sup>st</sup> to Accounts Payable.	Within 5 days of the traveler return
8	<b>FY 21-22 POs</b>	FY 21-22 All blanket and regular POs expire.	Wednesday, August 31 <sup>st</sup>
9	<b>FY 21-22 Invoices</b>	Submit Invoices for goods and services received prior to August 31, 2022 to Accounts Payable.	Friday, September 9 <sup>th</sup>
<p><b>Note One:</b> If you receive goods or services by August 31<sup>st</sup> that did not have a PO dated prior to August 31<sup>st</sup>, an Unauthorized Purchase Justification form must be completed to accompany the invoice, which is also due Friday, September 9<sup>th</sup>.</p> <p><b>Note Two:</b> If you need to process a Budget Change Form to ensure there are adequate funds to pay for the invoice amount, these must also be submitted before the deadline.</p> <p><b>Note Three:</b> If you ordered goods and services through a PO dated during FY 2021-22, but received them after September 1<sup>st</sup>, you will be required to process a new PO that will apply to FY 2022-23 funds.</p>			