College of Agriculture and Life Sciences
State Fiscal Year 2020 Close Out Schedule

Note: This schedule only applies to the financial activities and transactions that impact state and federal capacity funds in ledgers 2-, 3-, and 4-. This schedule does not apply to auxiliaries, F&A accounts, 5-ledger contracts and grants, gift and endowment income 6- and 7- ledger accounts

		March	May	June									
		30	16	5	8	11	15	17	18	22	24	29	30
Purchase Orders	Requisitions (non-MarketPlace reqs) should be submitted to Service Now by this date to provide sufficient time for all approvals by the University deadline.	X											
	Received dates (actual) must be recorded online for processing payables in June				X								
Budget	Requests to carry forward Pre-collected Receipts submitted to CALS Budget Office		X										
Pcard Transactions	Last day to make Pcard charges for the June billing cycle for this fiscal year (based on vendor processing time)						X						
	Last day p-card receipts to be submitted to the CBO									X			
MarketPlace Transactions	Last day to enter MarketPlace orders in the system					X							
Small Purchases	Last day to submit small purchase voucher requests via ServiceNow.				X								
Travel Reimbursements	Last day to submit Travel Reimbursements in the system or via ServiceNow for **non-employees**.				X								
Imprest Account Reimbursements	Last day to submit reimbursement requests for imprest checking/ petty cash accounts via ServiceNow.							X					
Interdepartmental Transactions	Last day to submit Interdepartartmental Sale (IDS) or Interdepartmental Journals (IDJ) requests via ServiceNow.							X					
Service Unit Billings	Last day to submit Service Unit Billing (SUB) files and be received by EAS for June processing.								X				
Journal Vouchers	Last day for departments to request journal vouchers via ServiceNow to move funds onto or off of state funds.			X									
Deposits	Last day to drop off deposits to the CBO (Patterson). Any revenue remaining in state projects reverts at year end unless prior approval has been obtained for pre-collected receipts.										X		
Other/On-Line Billings (non-student)	Last day to submit comments on May aging schedule for June processing			X									
	Request for invoice adjustment/corrections must be received in the Controller's Office - AR by 5:00PM for June processing								X				
	Completed University Invoice forms must be received in the Controller's Office - AR by 5:00PM for June processing											X	
	Last day to record invoices on-line for June processing												X

Please contact your departmental budget consultant with any questions.