

College of Agriculture and Life Sciences State Fiscal Year 2021 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								
		26	12	7	8	9	15	16	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 Interdepartmental 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.