

Year End Closing Dates - 2024

April 30, 2024	Electronic Requisitions Requiring a Bid (>\$114,500)
May 17, 2024	Electronic Requisitions Not Requiring a Bid
May 23, 2024	Blanket Purchase Order Charges
June 3, 2024	Warehouse requisitions
June 6, 2024	Receiving Cutoff
June 20, 2024	Pay Claims due to Payroll <i>For all Time Worked through June 15:</i>
July 1, 2024	<i>For all Activity Completed on or by June 30:</i> Duplicating Print Shop Copier Facility Operations Transportation Postage Direct Payment Request (including CDTC Live Scan) Cash Purchase Orders
July 10, 2024	Last Check Run for 2024
July 11, 2024	Close Blanket Purchase Orders
July 23, 2024	Final Department Expenditure Transfers
August 5, 2024	Final District Adjusting Entries

Fiscal Year 2025 Opening Dates

January 5, 2024	Controller "Authorizes" new fiscal year in Colleague
March 14, 2024	Salary & Benefit Budgets Posted (Fund 11)
April 24, 2024	Operational Budgets Posted (Fund 11)
April 24, 2024	New Year Preliminary Budgets Available (Fund 11)
April 26, 2024	Submit Fund 12, 14 and Auxiliary Budgets
May 1, 2024	End Users Begin Creating Requisitions in New Year